

State of the Union

GSA and ARRA Projects

New Year's Resolutions

What's New from GSA

Emerging Social Media

The Future of Government
Collaboration

MarkeTips

Volume 23, Number 1
January/February 2010

inside this issue



Happy New Year!

2009 was an historic and eventful year – a new administration, a new direction. GSA has risen to the challenge by maintaining our commitment to meet your needs by delivering superior workplaces, acquisition services, and business solutions all at the best value for your agency dollar.

Our goals align with President Obama's challenge for all federal agencies to find new, smarter, and greener ways to do business and make the public sector more effective.

This is an exciting and challenging time in government and at GSA.

Paramount is our contribution to economic recovery stimulated by the American Recovery and Reinvestment Act of 2009. GSA has an aggressive agenda that includes increasing green construction; reducing dependence on fossil fuels; delivering nationally managed, regionally executed programs; and promoting transparency in government projects.

A challenge in 2010 and beyond is to achieve procurement savings. GSA contract vehicles and acquisition services are proven methods to meet this challenge. Browse through this issue of MarkeTips to see what new initiatives and legislative changes will affect your agency and how GSA can help your agency in the upcoming year.

A handwritten signature in dark ink that reads "James A. Williams". The signature is fluid and cursive, with the first name "James" being the most prominent.

Jim Williams

Commissioner, Federal Acquisition Service

Let's make progress **TOGETHER**



GSA Contracts Put You In Control

The call to duty is urgent. With so little time to act, you need immediate solutions to meet accelerated timeframes while ensuring transparency, accountability and value. GSA's Multiple Award Schedules and Governmentwide Acquisition Contracts—and our other self-service purchasing programs and online tools—put you in control of the procurement process. We offer the quickest and easiest way to get the products and services you need from pre-qualified vendors at pre-approved competitive prices. Our contracting options provide flexibility to structure orders your way while meeting specific reporting requirements. We're here to help you quickly reinvest in America and move forward to recovery.



GSA is here to help: gsa.gov/recoverysolutions or (800) 488-3111



U.S. General Services Administration

MarkeTips

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State of the Union

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Revitalizing the Neighborhood

How GSA is helping federal agencies achieve results through the American Reinvestment and Recovery Act (ARRA)

Worth \$787 billion dollars, the American Reinvestment and Recovery Act has provided federal agencies with funds to help create and save jobs, spur economic activity and invest in long-term economic growth.

The plan includes federal tax cuts and incentives, an expansion of unemployment benefits, and other spending on social entitlement programs. In addition, federal agencies are using Recovery funds to award contracts, grants, and loans around the country.

The Recovery Act's longer-term economic investment goals include:

- Initiating a process to computerize health records to reduce medical errors and save on health care costs
- Investing in the domestic renewable energy industry
- Weatherizing 75 percent of federal buildings and more than one million homes
- Increasing college affordability for seven million students by funding the shortfall in Pell Grants, raising the maximum grant level by \$500, and

providing a higher education tax cut to nearly four million students

- Cutting taxes for 129 million working households by providing an \$800 Making Work Pay tax credit
- Expanding the Child Tax Credit
- The Recovery Act was intended to jumpstart the economy but many of the projects funded by Recovery money, especially those involving infrastructure improvements, are expected to contribute to economic growth for many years.

In the effort to invest and spend stimulus funds wisely, agencies have turned to GSA for help. Many ongoing projects are underway using GSA partnerships and contract vehicles supporting customer agencies across the nation. . .





Social Security Administration

National Support Center



As part of the American Recovery and Reinvestment Act of 2009 (ARRA), the Social Security Administration (SSA) received a \$500 million appropriation for a new National Support Center, to replace the existing National Computer Center in Woodlawn, Maryland. SSA turned to GSA for assistance in locating, designing, and building this new data center which will meet the agency's redundancy and expansion needs for the long-term.

Working closely with the SSA in defining their site, building infrastructure, and space requirements, GSA is planning for a facility of approximately 300,000 gross square feet to include data, office, and warehouse space that meets Uptime Tier 3 standards, sustainable design goals, and Interagency Security Council Level 4 security requirements.

GSA Design Excellence and Construction Excellence program processes are being used in the delivery of the new data center. These time-proven processes are intended to provide taxpayers with outstanding and cost-effective federal facilities. A multi-phased approach to the construction of the facility ensures that site and design criteria development are concurrent and interrelated.

There are many factors associated with selecting and acquiring a site and a data center creates added challenges. For example, the large power demands of the data center

require not only adequate utility capacity, but also redundant power, communications, and other utility infrastructure services. Proximity to SSA Headquarters in Woodlawn, Maryland is required to facilitate the transition to a new data center and for employee access in the event of a local or national emergency. As we prepare for this site selection, SSA and GSA will consider all of these factors in our development of the area of consideration.

Project Schedule

- Site Acquisition: 2nd quarter FY2010
- Design-build contract awarded: 2nd quarter FY2011
- Construction completion: 1st quarter FY2014

Working closely with SSA and industry partners, PBS reviewed procurement options with the intent to expedite the process as much as reasonably possible without compromising quality, procurement responsibilities, or accepting undue risks or added costs. In addition, GSA's PBS uses various project management tools to ensure that design and construction of the project continues forward on schedule and within budget.

GSA is well-prepared and is moving swiftly to meet SSA's data center requirements on schedule, within budget, and with careful consideration given to our responsibility and accountability to American taxpayers.



High Efficiency Vehicles

Revitalizing the Fleet



President Barack Obama signed into law the American Recovery and Reinvestment Act (P.L. 111-5) on February 17, 2009. Included in this legislation, titled “Energy-Efficient Federal Motor Vehicle Fleet Procurement,” provides “For capital expenditures and necessary expenses of acquiring motor vehicles with higher fuel economy, including: hybrid vehicles; electric vehicles; and commercially-available, plug-in hybrid vehicles, \$300,000,000, to remain available until September 30, 2011.” GSA is responsible for the procurement of these vehicles.

GSA exceeded the 2011 deadline by accelerating the spend of the \$300 million by September 30, 2009. In doing so, the vehicles purchased improved fuel efficiency well over the 10 percent target required by the Act. Overall, GSA purchased 17,246 vehicles to include 3,101 hybrid light vehicles and 40 Compressed Natural Gas or hybrid buses.

“This order represents just one of the multiple ways we are helping our customers meet their economic recovery and green government initiatives,” said GSA Acting Administrator Paul F. Prouty.

“GSA is committed to spending Recovery dollars quickly and wisely,” said Commissioner James A. Williams of GSA’s Federal Acquisition Service. “Simultaneously, we are focused on acquiring vehicles that will provide long-term environmental benefits and savings by increasing the fuel efficiency of the federal fleet.”



Alliant Supports Recovery.gov



Redesign of the highly publicized Recovery Accountability and Transparency Board (RATB) Web site is well underway.

The government team evaluated several acquisition options for these critical services and determined that GSA's Alliant GWAC was the best contract vehicle to provide the integrated IT services quickly and efficiently. GSA's recently awarded Alliant and Alliant Small Business GWACs offer government customers a comprehensive and flexible IT scope, hybrid pricing options, premier industry partners, and easy access to worldwide state-of-the-art solutions. GSA is confident that the same benefits will be seen by other federal agency customers when considering various options for their IT requirements.

The contract award, valued at \$17,948,518.00 over a five year (base plus four one-year options) period, was accelerated to meet the President's mandatory Web site launch date. Working closely with the Recovery Accountability and Transparency Board, Smartronix will continue to refine and improve the Web site. The Smartronix Team is comprised of Synteractive, TMP Government, and KPMG, and the Web site features technology from industry-leading vendors like Microsoft, Cisco, F5, Business Objects, Amazon Web Services, and ESRI.

In a press release issued in September 2009, Smartronix Chief Technology Officer, Robert Groat stated "Recovery.gov 2.0 was developed to support the interests of users ranging from the casual citizen observer to government watchdogs, and as the site is updated with even more features, these users will be pleased by the wealth of federal spending data that's literally at their fingertips and accessible in a myriad of ways."

Significant advancements include the addition of geospatial mapping and analysis capabilities, which let users explore stimulus expenditures on a state, county, congressional district, or zip code basis. "This new capability gives the public a greater understanding of the expenditures in their neighborhood. However, this required aggregating thousands of federal data points from multiple sources, and that was a major challenge," says Groat. "That it was achieved in only ten weeks is a huge accomplishment and is indicative of how rapidly the Team can add new functionality."

This partnership is another example of government and industry working together in support of the President's mandate for the federal government to be more transparent, participatory and collaborative.



Revitalizing from Within

GSA's Public Buildings Service to
Improve Federal Properties



GSA was appropriated \$5.5 billion under the Recovery Act to convert federal buildings into high-performance green buildings and build new energy-efficient federal buildings, courthouses, and land ports of entry.

“These projects will modernize our nation’s infrastructure and save taxpayer dollars by reducing the federal government’s consumption of energy and water, and increase our use of clean and renewable sources of energy,” Said Paul Prouty, Acting Administrator for GSA.

“Through our use of state-of-the-art green technologies, our construction projects are creating jobs in traditional construction sectors and in emerging green industries,” said GSA Acting Commissioner of Public Buildings, Anthony Costa. “We’re driving growth and innovation that will ensure American leadership in the new energy economy of the future.”

GSA’s first \$1 billion in Recovery Act investments is funding projects at 120 buildings across the country. For example, in Austin, Texas, GSA is designing and building a new courthouse which will meet both the future needs of the courts as well as security requirements. In Otay Mesa, California, GSA is developing a Land Port of Entry that will accommodate better commercial traffic flow, and have new primary inspection booths as well as office and processing areas. And in Boston, Massachusetts, GSA is improving energy performance while enhancing security at the John F. Kennedy Federal Building by installing energy efficient, blast resistant windows surrounded by improved insulation.

GSA will obligate its remaining \$4.5 billion in Recovery Act construction funds by September 30, 2011. Prouty noted that contract bids are coming in, on average, approximately 8 - 10 percent lower than expected, allowing GSA to fund additional high performance features in existing projects, and using existing criteria, consider funding additional projects with the goal of continuing to stimulate the real estate, construction, and manufacturing sectors of the economy.

We know that this is not business as usual and we are moving forward with speed, tempered by careful consideration of our procurement responsibilities and our ultimate accountability to the taxpayer. In order to streamline business processes and provide tools and resources to assist GSA’s regional Recovery project delivery, we have established a nationally managed, regionally executed Project Management Office (PMO). The PMO works closely with counterparts in the core PBS organization to leverage PBS resources and expertise. This national operation will be accountable for the following:

- Develop and maintain consistent processes, policies and guidelines;
- Manage customer requirements and expectations at the national level;
- Drive successful project oversight and management;
- Ensure accurate tracking and reporting of Recovery Act funds;
- Manage cross-agency resources; and
- Enable PBS to adopt leading practices in the PBS organization generally.



Improvements in selected new construction and major modernization projects include:

- Adding thicker insulation than required by the newest energy codes in climates where it makes sense;
- Installing variable frequency drives to reduce energy and extend the life of mechanical equipment;
- Converting parking structure lighting to LED (light-emitting diode), which dramatically lowers energy consumption, improves safety and visibility, and reduces maintenance as LEDs can last two to three times as long as typical parking lot lights;
- Retrofitting or replacing less efficient windows — this component is often eliminated from a building renovation because of the initial expense and long payback period; and
- Specifying dual flush toilets and waterless or low water urinals to save water and reduce demand on aging city sewer systems.

An example of the innovative improvements GSA will be making in some of the construction and modernization projects is the Edith Green - Wendell Wyatt Federal Building in Portland, Oregon. As part of this project, GSA will install a new high-performance double glass enclosure over the entire building which will dramatically enhance energy performance and blast resistance. On the west façade, vegetative “fins” will provide shade, reducing the load on the new high-efficiency HVAC system that will be installed. These are just some of the “green” improvements that GSA will make as part of this project. The building is expected to attain a LEED Gold rating.

By using well-established contracting techniques, such as design-build contracts, GSA starts work quickly, and makes simultaneous improvements to the existing designs.





Department of Homeland Security

Revitalizing St. Elizabeths West Campus

By Michael McGill



St. Elizabeths Hospital was established in 1852 largely due to the efforts of Dorothea Dix, a pioneering advocate for people living with mental illnesses. It opened in 1855 as the Government Hospital for the Insane, and rose to prominence during the Civil War when a portion of it was converted temporarily into a hospital for wounded soldiers.

The hospital is divided into two campuses. The West Campus is owned by the federal government and is under the custody and control of the General Services Administration (GSA). It is located between the Anacostia and Congress Heights communities in southeast Washington on a hill overlooking the Anacostia River with panoramic views of Washington and Virginia. It no longer serves as a mental health facility. The East Campus, owned by the District of Columbia, is located across the street and is still in use as a mental health facility.

Scientific Research

Several important therapeutic techniques were pioneered at St. Elizabeths, and it served as a model for later institutions. Carl Jung studied African-American patients at St. Elizabeths to examine the concept of race in mental health. Well-known patients over the years have included the silent film star Mary Fuller, poet and writer Ezra Pound, and later John Hinckley Jr. who has been confined there since his attempt on President Ronald Reagan's life.

It is estimated that St. Elizabeths has treated over 125,000 mental patients, though an exact number is not known with certainty. Several hundred Civil War soldiers as well as civilian mental patients are interred in cemeteries located on both the West Campus and East Campus.

During American involvement in World War II, the Office of Strategic Services (OSS) used facilities and staff at St. Elizabeths to test truth serums. The OSS unsuccessfully tested a mescaline and scopolamine cocktail as a truth drug on two volunteers at the hospital. Separate tests of tetrahydrocannabinol or THC (the main

psychoactive substance in marijuana) proved equally unsuccessful as a truth serum.

At its peak, St. Elizabeths Hospital housed over 7,000 patients and employed approximately 4,000 staff. Beginning in the 1950s, however, large institutions such as St. Elizabeths became less desirable as the growing popularity of community-based healthcare, including local outpatient facilities and drug therapy, was seen as a more effective means of allowing patients to assimilate back into society. The in-patient population of St. Elizabeths steadily declined. By 1996, only 850 in-patients remained at the hospital, and by 2003, all remaining out-patients who still sought treatment at the West Campus ceased going there and instead continued their treatment at selected facilities on the East Campus.

Although St. Elizabeths Hospital continues to operate, it does so on a far smaller scale. In 2009, the hospital housed just 404 in-patients. Approximately one-half of St. Elizabeths' patients are civilly committed and the remaining patients are forensic in-patients. Forensic patients are those who are adjudicated to be criminally insane or incompetent to stand trial. A new state-of-the-art civil and forensic hospital is being built on the East Campus by the District of Columbia Department of Mental Health and is scheduled to open in 2010, housing approximately 297 total patients.

In 2004, control of the vacant West Campus was transferred to GSA from the Department of Health and Human Services. Most of the buildings had fallen into a state of serious disrepair. GSA stabilized all of the buildings under its control, improved security of the site, and worked diligently to identify a federal tenant. GSA acquired the site to partially fulfill the projected need for up to 10 million square feet of high security space to respond to standards adopted by the Interagency Security Committee following the 9/11 terrorist attacks.

A New Occupant

GSA identified the United States Coast Guard as a potential tenant in light of the need to replace its existing leased headquarters facility, and the President's fiscal year 2006 Budget requested funding for such a move. As preparation of a master plan proceeded, the Department of Homeland Security (DHS) announced on March 20, 2007 that it would consolidate and relocate its headquarters to the site, with the Coast Guard becoming the first occupant in 2013. DHS indicated a programmatic need to locate up to 14,000 employees in approximately 4,500,000 gross square feet plus appropriate parking. DHS, whose operations are scattered around dozens of buildings in the Washington, DC area, seeks to consolidate its facilities at St. Elizabeths; the total project cost is estimated at approximately \$3.4 billion. DHS also hopes to improve employee morale and a sense of departmental unity by having a central location from which to operate.

A ceremonial groundbreaking for the DHS consolidated headquarters took place at St. Elizabeths on September 9, 2009. The event was attended by Sen. Joseph Lieberman, DHS Secretary Janet Napolitano, Congresswoman Eleanor Holmes Norton, DC Mayor Adrian Fenty, and acting GSA Administrator Paul Prouty.

The project—partially funded by the American Recovery and Reinvestment Act (ARRA)—is expected to create direct employment opportunities for thousands of persons in the Washington region while preserving a National Historic Landmark.

“The Department of Homeland Security continues to unify our many components into one cohesive agency with a shared central mission,” said Secretary Napolitano. “The construction of our new headquarters at St. Elizabeths using Recovery Act funding will help consolidate more than 35 offices in the Washington area while creating thousands of local jobs.”

The project is the largest in the Washington metropolitan area since the building of the Pentagon and will help revitalize and spur development in the Southeast Washington community.

West Campus Facts

- Located at 2700 Martin Luther King Jr. Avenue, SE, Washington, DC.
- The project site is bounded by Martin Luther King, Jr. Blvd to the East, Interstate 295 to the West, Barry Farm Dwellings to the North, and Shepherd Park/Congress Heights to the South.
- Constructed between the 1850s and the 1960s.
- Consists of 176 acres and 61 buildings with approximately 1.1 million gross square feet of space.
- Part of the campus was featured as the outside of the Judge Advocate General's building in the movie *A Few Good Men*.
- National Historic Landmark.

“The development of the new Department of Homeland Security campus has been an enormous undertaking and a collaborative effort involving many officials, groups, and individuals,” said Acting Administrator Prouty. “GSA’s work will preserve the key historic features of this National Historic Landmark and provide an energy efficient campus for DHS.”

GSA awarded a \$435 million contract to design the site’s first phase—the new, energy-efficient 1.18 million gross square foot Coast Guard headquarters facility along with structured parking—to Clark Design Build, LLC, a contractor local to the Washington metropolitan area.

The Coast Guard facility will receive LEED Silver certification from the U.S. Green Building Council, incorporating state-of-the-art efficiency technologies,



including green roofs, landscaped courtyards to capture and reuse surface water runoff, and innovative heating, ventilation, and air conditioning systems.

In speaking about the project, Elaine C. Duke, Under Secretary for Management for DHS, stated

Built more than 150 years ago, St. Elizabeths remains a National Historic Landmark and we intend to honor its history by retaining and adaptively reusing 99.8 percent of the contributing square footage. The General Services Administration has diligently pursued its historic preservation stewardship responsibilities to stabilize, repair, maintain, and assess the St. Elizabeths campus historic buildings and landscapes – representing a \$28 million investment to date. The master plan incorporates significant measures to ensure the preservation, rehabilitation, and reuse of this historic campus as it is revitalized for the new consolidated headquarters.

In addition to size and historical concerns, we're also keenly aware of the impact our move will have on the

surrounding community. To that end we will work directly with community leaders and consulting parties to implement the framework for limited public access outlined in the Section 106 Programmatic Agreement; while still preserving our security and operational requirements. We also plan to exclude the West Campus Cemetery from any security perimeters, thus maximizing public access opportunities. We look forward to being good neighbors and valued members of the community.

The St. Elizabeths Campus offers a tremendous opportunity to create a secure, state-of-the-art Headquarters focused on achieving our core mission—to protect our homeland. We look forward to becoming a valued member of the Ward 8 community as we redevelop and preserve the St. Elizabeths National Historic Landmark for generations to come.

Of the \$435 million award, \$162 million comes from the Recovery Act—including \$127.7 million from GSA and \$34.5 million from DHS. Occupancy of the new Coast Guard headquarters is expected to begin in 2013.

GSA

The Everything Source. Taking the Tour.

Federal military and civilian agencies – and in many cases, states, localities, and federal contractors – may order from GSA contracts in lieu of establishing their own contracts. Using the GSA Multiple Awards Schedules (MAS) program, other contract vehicles, and programs to the fullest eliminates contracting steps and reduces the workload for agency contracting resources. Additionally, it leverages government buying power to obtain lower pricing and labor rates.



To meet the comprehensive needs of government, GSA contracts cover an *extensive* range of commercial products and services. Extensive enough to include:

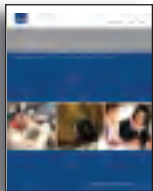
Counseling Services. Rubber Boats. Detergent. Translation Services. Elevator Inspections. Long Distance. Programming. Hotel Rooms. Tree Planting. Gloves. Meeting Planning Services. Generator Repair. Trucks. Dog Food. Window Cleaning. Auditing Services. And much more.

The range of offerings is so broad that navigating and selecting buying options may seem overwhelming. To help navigate our offerings, GSA offers the following system of materials to help.

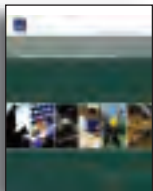


Directories

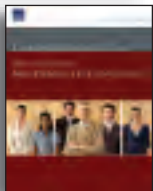
GSA publishes directories that contain an overview of everything that GSA offers for specific customer audiences. The “Directory” series of publications describes the products, services, or programs with information for Web, phone, and email contact to obtain more specific information.



**Federal Government
One Source Directory**
5-08-00251



**State and Local Government
One Source Directory**
5-09-00334

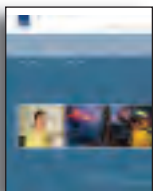


**GSA Contractors
One Source Directory**
5-09-00035

These publications are available in a downloadable PDF or hard-copy form at www.gsa.gov/cmls. After entering the site, keyword search “one source”.

Overview Brochures

There are six overview brochures.



Products
5-08-00326

GSA provides a full range of products including office, maintenance, repair, and operational supplies, equipment for purchase and rental, tools, hardware, construction materials, machinery, and prefabricated buildings. These products are available from reliable world-class contractors, including AbilityOne and Unicor.



Services and Solutions
5-08-00327

With pricing, terms and conditions, and protections in place, GSA offers access to pre-qualified contractors that represent best-in-class service providers – from administrative and technical support to scientists and engineers.



Information Technology
5-08-00330

GSA offers access to leading-edge IT and telecommunication products, systems, and integrated services to meet your specific needs and improve your mission’s efficiency.



Motor Vehicles
5-08-00309

GSA offers various motor vehicle management solutions, such as vehicle purchasing, vehicle leasing, and fleet management programs. These offerings include alternative-fuel vehicles.



Travel
5-09-00125

GSA provides easy entry to a variety of travel resources offering preferred pricing and a range of contracting options that help federal agencies stay compliant with regulations.



Transportation
5-09-00126

GSA’s advanced transportation solutions simplify the movement of freight, household goods, and employees around the world.

These publications are available in PDF and/or hard-copy form at www.gsa.gov/cmls. After entering the site, keyword search “overview”.

Community Crosswalks

Community crosswalks are printed materials designed for specific technical areas or communities of interest, like facilities managers or financial managers. These communities often share similar responsibilities, respond to the same regulatory directions, belong to the same professional associations, and present similar acquisition needs to GSA. The community crosswalks are designed to respond to typical requirement areas by presenting GSA solutions in a community-centric manner. All of the contracts, down to the Special Item Number (SIN) level, and acquisition methods relevant to the community are listed in one place. The purpose of the crosswalk is to guide you quickly to the specific information on acquisition tools that best serve your needs.



Facility Solutions

5-09-00326

Federal facilities management is a specialized field that combines guidelines for operating civilian and military facilities with industry best practices. GSA contracts are designed by and for facilities management experts. The various technical specialties include:

- Technologies (HVAC, building management systems, fire-suppression systems, elevators, access control)
- Maintenance (grounds, equipment, janitorial, plumbing)
- Planning and compliance concerns (ADA, fire suppression, safety, emergency preparedness, environmental and energy management, maintenance forecasting, contingency planning, facility asset management)
- Workspace maximization (ergonomics, furniture and furnishings, interior design, space planning)

For more information, visit www.gsa.gov/facilitysolutions or email your question to facilitysolutions@gsa.gov



Financial Solutions

5-09-00414

GSA can assist in accessing expert accounting and other professional services needed for all phases of making an organization's financial management policies and practices more efficient. The financial services available from GSA include:

- Accounting or auditing policy and procedure development, implementation, or interpretation
- Accounting or auditing standards-setting
- Auditing of contract compliance or costs
- Auditing of financial operations, financial statements, internal controls, or compliance
- Background Investigations
- Budget formation, execution, or analysis
- Cost program accounting systems or asset management systems
- Credit Monitoring
- Financial planning or analysis
- Financial report design or preparation
- Government financial management training
- Information resources management
- Investigation of financially related fraud
- Other experience in government financial management that the Professional Certification Board deems acceptable

For more information, visit www.gsa.gov/financialsolutions or email your question to financialsolutions@gsa.gov.



Security Solutions

5-09-00324

GSA MAS and other contracts offer complete, state-of-the-industry products and services to meet physical and cyber security requirements. The contracts also address the interoperability requirements of Homeland Security Directive 12 and the related Federal Information Processing Standards [FIPS] 501 compliant products and services.

For more information, visit www.gsa.gov/securitysolutions or email your question to securitysolutions@gsa.gov

Human Resources and **Intelligence Communities** are on the way. Publications will be available as PDF and/or hard-copy form at www.gsa.gov/cmls. After entering the site, keyword search “crosswalk”.

Additional Advantages:

A further benefit of using communities and Community Crosswalks is they allow you to craft a turnkey solution more easily by enabling you to choose from a single Schedule or across multiple Schedules. Also, using Contractor Team Agreements (CTAs) allows MAS contractors to provide comprehensive solutions beyond their individual contracts. And the Consolidated Schedule, which encompasses the vast majority of services currently offered under GSA's Schedules program, can also simplify the process – so you can more easily achieve your total solution.

Category Brochures

Category brochures are the newest part of the literature system and will be available in the Spring of 2010. Category brochures cover specific product or service areas, like the aisles in a store. Within the category or aisles, all of the contracts and acquisition methods related to that product or service are addressed in the brochure. For example, the furniture and furnishing category brochure lists the contracts and the obvious GSA MAS related to furniture – plus less obvious GSA MAS for laboratory tables or tool storage cabinets. The brochure includes information on the various ordering method; such as ordering directly from the contractor through GSA MAS, acquisition from GSA Global Supply™, or obtaining additional design and acquisition assistance from GSA. The brochure outlines all the sources and options for obtaining furniture or furnishings from GSA.

For Products, the categories are:

- Furniture and Furnishings
- Scientific, Laboratory and Medical Supplies, and Equipment
- Maintenance, Repair, and Operations Supplies
- Construction Material, Tools, Equipment, Appliances
- Office Supplies and Equipment
- IT Equipment and Software
- Food Service
- Hospitality, Recreation, and Welfare
- Law Enforcement, Safety, and Security
- Document Handling, Audio, Video, and Online Subscriptions



For Services and Product and Service Solutions, the categories are:

Human Resources, EEO, Counseling and Social Services

- Language Translation and Interpretation
- Management and Operational Consulting
- Temporary Administration, and Professional Staffing
- Advertising, Marketing, and Public Relations Services
- Professional Engineering Services
- Financial and Business Solutions
- Logistics Warehousing and Distribution Service
- Training

- Facility, Maintenance, Repair and Operations Services
- IT Services
- Telecommunications Services
- Integrated IT/Telecommunications Services
- Medical Staffing, Laboratory Testing, and Services
- Environmental and Energy Services
- Food Service
- Hospitality, Recreation, and Welfare
- Law Enforcement, Safety and Security
- Document Handling, Audio, Video, and Online Subscription Services
- Personal Property
- GSA SmartPay® Card Services

Other sample categories:

Information Technology
Motor Vehicles, Supplies and Equipment
GSA SmartPay®2 Card Services

Category brochures are still in production will be available in PDF and/or hard-copy form at www.gsa.gov/cmls. After entering the site, keyword search “category” or select the category from the list.

As an integral part of GSA, the Federal Acquisition Service possesses unmatched capabilities to support acquisitions across the government. GSA provides access to a continuum of solutions ranging from products and services to technology, motor vehicles, travel, and transportation. Combined with various methods of procurement and powerful online resources, we maintain the largest and most wide-ranging system of solutions available. It is GSA’s goal to make accessing those contracts and programs straight-forward and leverage the government’s buying power across an extensive range of products and services.

New Year's *Resolutions* New from GSA

The promise of each New Year brings with it change to our lives. This is no different in government. In fact, change is often the one thing that remains constant. We begin 2010 with a number of recent changes to GSA product and services offerings, programs, policies, and/or legislation. These exciting new changes, whether they be new offerings, expanded availability or technological advances, will all help GSA better serve our customers and the taxpayers. Browse through the following pages to see how GSA is changing to continue to fill your agency's needs.



Furniture Schedule Consolidations

GSA has consolidated all Federal Supply Class 71 and 72 Multiple Award Schedules into two consolidated Multiple Award Schedules. FSC 71 is entitled Furniture. The new MAS includes all previous FSC 71 Schedules with the exception of MAS 71 III K, Comprehensive Furniture Management Services (CFMS), which remains separate. FSC 72, entitled Furnishings and Floor Coverings, consolidates all existing FSC 72 Schedules.

The consolidations are expected to save taxpayer dollars by reducing overhead costs and administrative time required to keep solicitations updated and contracts maintained.



Schedule Access to Federal Grantees During Public Health Emergencies

In response to a request from the White House, the GSA Administrator has taken the necessary actions to allow state, local, territorial, and tribal governments to access the Federal Supply Schedules as authorized users for goods and services when expending Federal grant funds in response to Public Health Emergencies (PHEs) declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.

Pursuant to the above authority and request, and in support of current and upcoming Public Health Emergencies, including H1N1, the GSA Administrator, with specific support from the National Security Staff, the Office of Management and Budget, the Department of Health and Human Services, the Department of Veterans Affairs, and the Department of Homeland Security, has authorized state, local, territorial, and tribal governments as eligible ordering activities to access all Federal Supply Schedules for the purchase of goods and services when expending Federal grants funds in response to Public Health Emergencies (PHE) declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.

For more information, please visit www.gsa.gov/stateandlocal.





We Speak Your Language

GSA's Language Services Multiple Award Schedule 738 II

Agencies can acquire multilingual translation services in native languages to include the translation of business, legal, technical documents, software, manuals, Web sites, Intranet, video, and audio in written, braille, graphic, electronic, multi-media, and various other forms of communication.

GSA's Language Services Schedule 738 II provides federal agencies with a streamlined acquisition vehicle that offers shorter lead-times, lower administrative costs, and flexibility while retaining control of your own procurement. Translation and interpretation services are available in a vast number of languages.

The GSA MAS also provides multilingual interpretation services in native languages for meetings, conferences, seminars, litigation proceedings, briefings, training, escort, and various other forums of voice communications. Experienced and knowledgeable contractors are able to provide various degrees of support - from basic transcribing to advance analytical consulting. Recently, the

GSA Multiple Award Schedule (MAS) for Language Services was expanded to offer customers even more options and flexibility.

Comprehensive Linguistic Analytical Support Services **SIN 382-4**

This SIN accommodates a broad range of language support activities such as analytical services, cultural consulting services, data management and analysis services, complete linguistic services and support for overseas deployments.

At a more specialized level, the scope also covers subject matter experts who have experience in culturally sensitive, rapid response, and highly threatening exchanges to analyze and interpret data. It includes highly proficient linguists with security clearances ranging from secret to top secret. At the senior level, analytical and subject matter expertise is used to resolve problem situations, provide explanations, and offer supported opinions and detailed

analysis for decision making. In addition, a senior linguist/cultural advisor might also function as a quality control expert or a language project manager.

Some of the various types of tasks that might be done under this schedule are listed below:

- Linguist screening for deployment support
- Gisting
- Producing reports, assessments and transcripts
- Title III monitoring, transcript preparation and compliance with the Federal Intelligence Surveillance Act
- Cultural role playing
- Cultural sensitivity training
- Intelligence operations support
- Forensic linguistics (the interface between language, law, and crime)
- Voiceovers for training local linguists (in theatre)
- Collection, analysis, and evaluation of source materials
- Data analysis
- Project Manager – manage personnel and projects
- Law enforcement support
- Site Managers (including recruitment of local national)
- Personnel support and overseas management for in-theatre operations

Services for the Visual and Hearing Impaired SIN 382-5

In recent years the number of language regulations and policies have expanded rapidly. Federal agencies have embraced technology and currently utilize a variety of services to maximize citizen access to Federal programs and meet the changing needs of their employees as well as maintain compliance with *Executive Order 13166*

“Improving Access to Services for Persons with Limited English Proficiency (LEP)” and Section 508 of the Rehabilitation Act of 1973, “Equal Access to Information Technology for People with Disabilities.”

Section 508 refers to a statutory section in the Rehabilitation Act of 1973 (found at 29 U.S.C. 794d). Congress significantly strengthened section 508 in the Workforce Investment Act of 1998. Its primary purpose is to provide access to and use of Federal executive agencies’ electronic and information technology (EIT) by individuals with disabilities.

For example, agencies acquiring services must ensure that providers are capable of accommodating the communications needs of people with disabilities. This means the provider must also be familiar with such features as keyboard access and other options important to people with disabilities. Even if the purchase of equipment took place prior to the enactment of this regulation, the federal government is still responsible for ensuring that all information presented via the hardware is accessible by people with disabilities. Although Section 508 is not new, it is now being closely scrutinized and adherence to its requirements are being taken very seriously.

Services under this SIN enhance the accessibility and availability of the spoken and written word by those who are visually and/or hearing impaired. Sign Language Services include ASL/English, Manually Coded English, Pigeon Signed English (PSE), Contact Sign, and International Sign. Other services provided under this SIN include Closed Captioning, Voice-Overs, Textbook or Audio Script Translation, Web site (HTML) and Online Document Translation with typesetting services, Telephone Services (TDD and TTY), Deaf Interpreting, Tactile, and Cued English Transliteration. Braille, Text Adaptation, and Section 508 Compliant Language Services. Products may be offered under this SIN that compliment the services outlined to provide a total solution for full accessibility of all forms of communication.

For more information on these services and other services offered under the Language Services Schedule please contact Tammy Lindsley at tam.lindsley@gsa.gov or (253) 931-7627.





Department of Homeland Security

DHS uses GSA established BPA's for office supply purchases.

Effective immediately, Secretary Napolitano has issued an Action Directive stating that “all DHS Components, Directorates, and Offices shall utilize the DHS-wide Office Supply BPAs whenever most cost efficient with adequate consideration of the requirements of the Javits-Wagner-O'Day (AbilityOne) Act.”

Amid a flurry of activity over the last year to improve efficiency, DHS has implemented a variety of strategies to trim costs, streamline operations, eliminate duplication, and better manage resources across the Department. Department-wide initiatives have been implemented as Secretary Napolitano continues to encourage employees and offices to advance one of President Obama's most important goals – improving efficiency and transparency across the federal government.

One example of this cost saving strategy is that DHS has made use of GSA contractor established BPAs mandatory for all office supply purchases.

According to Napolitano, “Efficiency is essential to effective governance. It helps reduce costs and ensure taxpayer money isn't wasted. It improves performance and customer satisfaction. And it strengthens employee morale...DHS will begin using purchasing agreements to substantially save on office supplies. This may sound like a small matter, but by leveraging the Department's collective buying power, we can save up to \$52 million on office supplies over the next five years”.

Benefits of the BPA

There are numerous benefits to using the DHS-wide Office Supply BPAs including:

- Pre-negotiated discounts off of the GSA schedule pricing with latitude for further price reductions on bulk orders
- Orders can be placed with a P-Card or through a Contracting Officer (CO)
- Guaranteed compliance with Javits-Wagner-O'Day (AbilityOne) and Trade Agreements Act (TAA)
- Free on-site delivery guaranteed within three days

Ordering Guidelines

For orders less than \$3,000:

Use your P-Card to place order with any of the BPA vendors using the ordering medium of your choice:

- DHS Advantage! [Preferred],
- Directly with the vendor-of-choice, or
- DOD EMALL

For orders more than \$3,000:

Contact your office's ordering official (contracting officer) to compete your office supply needs with all of the BPA vendors.

For more information of how your agency can benefit from GSA Blanket Purchases Agreements, please visit our Web site at www.gsa.gov.



The logo features a stylized orange swirl graphic to the left of the text. The text "Cloud Computing" is in a dark blue, sans-serif font, and "Apps.gov" is in a red, sans-serif font below it.

Cloud Computing Apps.gov

The new **Apps.gov**, a one-stop shop to purchase cloud computing services, is part of the government's push to improve the cost-effectiveness of IT services and sustainability of IT infrastructure. It is one element of a multi-pronged cloud computing program that is addressing not only acquisition, but also related policy, security, training, coordination, architecture, and standards.

GSA's online storefront, apps.gov, was developed in support of the Obama Administration's effort to provide better value to the American taxpayer through more efficient government operations.

"**Apps.gov** will help to lower the cost of government operations while driving innovation within government by pooling IT resources across organizational boundaries," said federal Chief Information Officer Vivek Kundra.

Apps.gov allows agencies to acquire and purchase cloud computing services in an efficient, effective manner.

"By offering a centralized storefront for cloud solutions, GSA will help facilitate innovation and efficiency across government while reducing the cost of government operations," said GSA Chief Information Officer Casey Coleman. "Through **Apps.gov**, GSA can take on more of the procurement processes upfront, helping agencies to better fulfill their missions by implementing solutions more rapidly. We will also work with industry to ensure cloud-based solutions are secure and compliant thereby reducing duplication of security processes throughout government."

Cloud computing helps to lower the cost and environmental impact of government operations, create a more secure computing environment, and drive innovation

within the government by pooling IT resources across organizational boundaries. IT services and infrastructure are shared by multiple customers, with different physical and virtual resources dynamically assigned and reassigned in real time according to customer demand (e.g. storage, processing, network throughput, and virtual machines).

Apps.gov categorizes available services by function (CRM, Data Management, Communications, etc.) to make it easier for federal government customers to identify and compare products. Once purchasing decisions are made, agencies have a direct link to GSA's online shopping and ordering system, *GSA Advantage*® or eBay, to make their purchase.

GSA's **USA.gov** is an example of how cloud computing has helped NASA lower cost and increase flexibility to better fulfill their mission of citizen engagement.

"In a traditional IT procurement environment, it would have taken us about six months to upgrade USA.gov to better meet the needs of our citizens. However, in the cloud environment we are now able to do upgrades in one day – giving us greater agility and saving taxpayers approximately \$1.7 million annually in computing infrastructure costs associated with USA.gov," added GSA Associate Administrator of the Office of Citizen Services and Communications David McClure.

Apps.gov also offers free social media and Web 2.0 tools such as wikis and blogs to federal agencies.

"**Apps.gov**'s social media tools and cloud computing initiatives across government will also help to promote innovation across government by providing agencies with easier access to necessary tools that can foster collaboration among their own employees as well as involve citizens in constructive dialogue," continued McClure.



Emerging Collaborative Technologies

The Future of Government and Social Media

George H. W. Bush made a technological mark when he became the first U.S. president to use a modern computer. And, just a few years later, Bill Clinton was the first to send an email. (Granted, Clinton sent a grand total of two emails during his two terms in office, but it was a start.) And, beginning in early 2009, President Barack Obama took executive and federal involvement with computer and online technologies to a whole new level.



On January 21, 2009, President Obama helped usher in a new age, and a new way to embrace how the government communicates, when he signed the *Memorandum for the Heads of Executive Departments and Agencies on Transparency and Open Government*. In the memorandum – which was among the first he issued – President Obama called for a new level of government transparency and implored agencies to “ensure the public trust and establish a system of transparency, public participation, and collaboration.”

The memorandum further “directs the Chief Technology Officer, in coordination with the Director of the Office of Management and Budget (OMB) and the Administrator of General Services (GSA), to coordinate the development by appropriate executive departments and agencies, within 120 days, of recommendations for the Open Government Directive, to be issued by the Director of OMB, that instructs executive departments to take specific actions implementing the principles set forth in the memorandum.”

The generally accepted interpretation of this portion of the memorandum is that President Obama called for the utilization of Web 2.0 technologies across all federal departments and agencies. His election has become associated with his campaign’s unique, successful use of Web 2.0 technologies (i.e., collaborative technologies), making his support understandable.

A site using Web 2.0 technologies allows users to interact with others and/or to change site content, in contrast to non-interactive Web sites, on which users are limited to viewing information. Other defining characteristics of Web 2.0 sites include interoperability, user-focused design, and collaboration via the World Wide Web. Examples of Web 2.0 include Web-based communities, hosted services, Web applications, social-networking sites, video-sharing sites, wikis, blogs, mashups, and folksonomies (see pages 44 and 45 for a helpful glossary of terms) – all of which add up to an impressive suite of tools.

This movement to use Web 2.0 technologies to benefit the government (and citizens, by extension) is known as Government 2.0. Essentially, Government 2.0 is a series of attempts to apply the collaborative technologies and integration advantages of Web 2.0 to governmental business. Government 2.0 functions to cultivate more effective processes for government service delivery to individuals and businesses. Integration of tools such as wikis, development of government-specific networking sites, and the use of blogs, RSS feeds and Google Maps are all helping governments provide information to people in a more immediately useful manner. In short, Government 2.0 encompasses various attempts at harnessing the Internet to enable the federal community to function more efficiently.

During the past few years, “collaborative technologies” have become a hot topic among members of the government Web-manager community. These applications (a.k.a. “social media”) are fresh, exciting, and continually evolving – and their use continues to explode. According to a recent industry survey, a whopping 43 percent of the online community uses collaborative technologies available through popular sites like Twitter, MySpace, Yammer, Facebook and YouTube. Commercial sites like these can be seen as opportunities to supplement how the government reaches its audiences, including citizens. While these sites should never replace official communication channels, such as www.gsa.gov, they can evolve at a rapid pace – and their state-of-the-art quality can benefit various facets of the

government. How to incorporate them most effectively will be tailored by each agency to meet its needs and overall communication strategy.

Among the benefits of using collaborative technologies is the cost – i.e., frequently there isn’t one. While telephone calls, focus groups, and airline tickets can be expensive; most collaborative technologies are free of charge, and others are inexpensive. When faced with its options, the federal government simply asked, “Why spend taxpayer dollars buying these services when we can get them for free?” The result is a cost-effective communication tool that enhances collaboration.





Also, collaborative technologies make it easier for users to create and distribute content, and to discuss the things they care about. Applications include text, audio, video, images, podcasts – and the use of blogs, RSS feeds, and wikis. The media are easy to use and update, making them ideal for up-to-the-minute communication that transmits immediately usable information. These applications also connect with younger audience members and can be used as an effective recruiting tool. Additionally, the media are ultimately portable; wherever a Web connection exists, collaborative technologies and their users can thrive.

The overall dynamic of these media is bidirectional – as opposed to the traditional unidirectional approach, which merely requires the audience to sit back and receive

information. The bidirectionality of collaborative technologies invites the audience to take part, thereby facilitating openness and streamlining communication. Ideas are more easily shared, and the real-time interaction adds a sense of connection – that events are occurring in the present.

Already, many agencies are using collaborative technologies with great success. They've shown how these tools can transform how the government engages the public, includes people in the governing process, and accomplishes agency missions. Among the success stories is the Transportation Security Administration (TSA), hosts "The TSA Blog" (available at www.tsa.gov/blog). According to the Web site, the blog "enables TSA to facilitate an

ongoing dialogue on innovations in security, technology, and the checkpoint screening process.” The TSA Blog combines eye-pleasing design elements with photographs – and posts can cover a variety of topics, including passenger-specific concerns, fund-allocation information, the fun, light-hearted “Aviation News of the Weird” column, and more.

While collaborative technologies are a popular, exciting tool, there are concerns. For instance, because government use of the media is so new, federal policies and guidelines are still being defined. In the meantime, risks might include the necessary interfacing with external companies, which use their own tools and can alter them at any time. Whenever a government user takes advantage of a commercial site’s collaborative technologies, a level of control is sacrificed. The site could feature any number of elements – objectionable or otherwise – not sanctioned by the government. This variable can affect the way an individual perceives the federal government. Another concern is the lack of technological standards, which have been measured but not obtained. Yet another issue is with bandwidth (e.g., will there be enough?). Despite these possible pitfalls, the need for collaborative technologies is growing. And because the concept of the federal government utilizing collaborative technologies for communication is so fresh, attempts at Government 2.0 are likely to achieve a mixture of successful and unsuccessful results. The key to overall success is identifying the successes as they occur and building upon them.

Despite the numerous successes, many agencies refrain from using these tools – perhaps because of a lack of resources (real or perceived) or resistance to the changing cultural landscape. Also, while certain sites like GovLoop are sanctioned by the federal government, agency use of sites (such as Facebook, Twitter, Yammer, and YouTube) that use collaborative technologies has raised a number of questions regarding the law (what is legal?) and policy. A

variety of interpretations exist pertaining to what is allowed across the federal government, and some agencies do not understand how the media can help them achieve their missions. It is in the government’s best interest to address the real and perceived barriers that prevent users from adopting collaborative technologies, and to propose solutions that will result in greater consistency and a clearer understanding of what is permitted across federal agencies.

While the government certainly faces potential challenges in using collaborative technologies, the pros far outweigh the cons. These tools can make engaging colleagues and the public simple and more potent, networking simpler, and research quicker. The media can also be used to advertise available jobs and other agency needs, as well as provide real-time coverage of niche events. And there are increasingly quantitative measurements of social software return-on-investment (How many people are being reached, and is an impact is being made?). Finally, collaborative technologies even save taxpayer dollars.

As the technologies evolve, one intriguing answer will be to the question, “What will the audience embrace?” With such a new tool as collaborative technologies, many possibilities exist, and many paths. That’s why it is important the government get on board at the ground level. While many times the federal government has embraced computer technology after the private sector, this is an opportunity to be part of the onset – and to grow along with emerging media.

For federal users interested in harnessing the power of collaborative technologies, Apps.gov is an excellent resource. The Apps.gov storefront includes an array of business applications, productivity software, storage, Web hosting, and social applications. Apps.gov features only Web sites that have agreed to special terms of service with the federal government.

Glossary

The following is a list of terms commonly associated with collaborative technologies.

Blog: an interactive Web-based forum with regular entries of commentary, descriptions of events, and/or other materials. The blog host posts material on the Web site, and others may provide comments. Frequently, blogs are moderated by the host.

Cloud Computing: the general term for anything that involves delivering hosted services via the Internet. This process enables on-demand network access to a shared pool of configurable computer resources. (The term was inspired by the cloud symbol often used to represent the Internet in flow charts and diagrams.)

Collaborative Technologies: consistently characterized as the collection of Web tools that facilitate collaborating and information sharing. Web-based communities and hosted services include video and photo wikis, blogs, and other emerging technologies. Also known as “social media”.

External Web 2.0 Technologies: Web 2.0 systems hosted on servers over which government agencies have no control. (These include proprietary social-networking sites such as Facebook and MySpace, and collaboration services such as Wikipedia and Blogspot.)

Folksonomy: a classification system derived from the method and practice of collaboratively creating and managing tags to categorize and annotate content. (Also known as social tagging, collaborative tagging, social classification, and social indexing.)

Internal Web 2.0 Technologies: Web 2.0 systems running on agency-controlled servers (within the government or via contract). For example, wiki and blogging software installed on the agency’s own infrastructure or a Web site on an outside server under contract with GSA.

Micro-Blog: extremely short blog posts similar to text messaging. The messages can be viewed by anyone, or by a restricted group chosen by the user. (Examples of micro-blogs include Yammer and Twitter.)

Mashup: a Web-based presentation of information that combines data and/or functionality from multiple sources. (For example, a Google map merged with housing prices drawn from a city assessor’s online database.)

Photo Sharing: Capability given by Web sites that allow users to post and share digital photos. Typically, these sites allow comments and data to be attached to photos.

Podcast: a way of publishing MP3 audio files on the Web, allowing them to be downloaded to computers or portable listening devices. Podcasting allows users to subscribe to a feed of new audio files using software that automatically checks for and downloads new audio files.

RSS Feed: a Web content format which, when used with an RSS aggregator, alerts users to new or exciting content on a Web site. RSS Feeds enable users to avoid the conventional methods of browsing or searching for information on Web sites. Once a user subscribes to an RSS feed, he or she can gather material from Web sites of his or her choosing.

Social Bookmarking: a Web-based service that allows users create and store links. Although Web browsers have the ability to bookmark pages, those links are tied to that browser on that computer. Social bookmarking, in contrast, is tied to an online account, which can be made public. These bookmarks can be shared and discovered by others. *Examples of social bookmarking sites include del.icio.us, Digg and Reddit.*

Social Media: See “Collaborative Technologies” entry.

Social Networking Services: Internet-based tools used to connect people who share similar interests and/or activities, or who want to explore others’ interests and activities. These services provide a variety of ways for users to interact.

Video Sharing: a type of Web site on which users post video(s) and allow others to view and comment.

Virtual Worlds: online places where users can socialize, connect, and create through the use of voice and text chat.

Web 2.0 Technologies: facilitate interactive information sharing, interoperability, user-centered design, and collaboration on the World Wide Web.

Widget: an interactive tool with a single-purpose service, such as news, weather, a map program, or photo hosting.

Wiki: a collection of Web pages that encourage users to contribute and modify content. By using a simple Web interface, a community of users can develop a document or Web page together.



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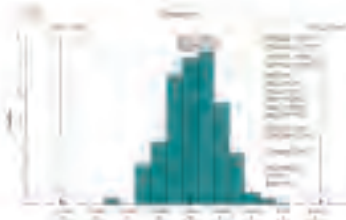
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In Fiscal Year 2009 alone, eBuy, GSA's online request for quotes (RFQ) tool logged more than 64,000 closed RFQ's. 200,000 responses were recorded. These significant numbers beg the question:

Is your agency leveraging the power of eBuy to meet your mission requirements?

 eBuy is designed to facilitate and expedite the request for submission of quotations process for a wide range of commercial supplies (products) and services under the following acquisition vehicles:

- GSA Schedules.
- GSA Schedule 70 (Information Technology)
- Governmentwide Acquisition Contracts (GWACs),
- Network Services and Telecommunications contracts.

For federal, state, and local government agencies (buyers), eBuy maximizes buying power. By leveraging the power of the Internet, eBuy increases contractor participation to obtain quotations that result in best value purchase decisions. Buyers can also use eBuy to request information and find sources to fulfill their requirements.

Federal government agencies may use eBuy to post RFQs for supplies and services under both GSA Schedules and Technology contracts.

State and local government entities may use eBuy to post RFQs for GSA Schedule supplies and services under the Cooperative Purchasing Program and the Disaster Recovery Purchasing Program.

For Schedule and Technology contractors (sellers), eBuy provides greater opportunities to offer quotations and increase business volume for supplies and services provided under their Schedule and Technology contracts.

Benefits of eBuy

- Maximizes the opportunities for contractors' participation by notifying them of new government requirements for their specific supplies (products) or services
- Saves contractors money by reducing the cost of finding government business opportunities and reducing lead time and cost to submit quotations
- Provides an interactive capability for contractors to communicate requirements and quotations via the web and email
- Helps contractors establish new business relationships as new opportunities are discovered
- Provides a fast, efficient, and easy-to-use electronic Request for Quotation (RFQ) system that streamlines the acquisition process
- Increases sales potential by making contractors more aware of new business opportunities
- Provides valuable information on the federal marketplace, allowing contractors to expand their customer bases
- Provides valuable information on state and local government requirements, allowing Schedule contractors participating in the Cooperative Purchasing Program and the Disaster Recovery Purchasing Program to expand their customer bases; and
- Saves time, since business opportunities are sent directly to contractors via email and quotations can be sent electronically.

Using eBuy

Federal Government Agencies

Using the eBuy system, federal agencies (buyers) may prepare and post Requests for Quotations (RFQs) for specific supplies (products) and services offered under GSA Schedule and Technology contracts (i.e., GSA Schedule 70 (Information Technology), Governmentwide Acquisition Contracts (GWACs), and Network Services and Telecommunications). eBuy also includes a number of BPA's awarded off MAS contracts.

Each RFQ is posted in the eBuy system for a designated period of time and is assigned to a GSA Schedule Special Item Number (SIN) category or GWAC/Network Services and Telecommunications functional category by the buyer. The category assignment determines which Schedule, GWAC, or Network Services and Telecommunications contractors (sellers) may receive the email notice to submit quotations. Sellers are automatically listed under their awarded SINs or functional categories.

For GSA Schedules, buyers may notify all sellers listed under a particular SIN category or may choose to notify a lesser number of sellers. (Federal Acquisition Regulation (FAR) 8.405 stipulates that buyers must provide the RFQ to at least three Schedule contractors for orders exceeding the micro-purchase threshold.) Sellers not notified may still submit a quotation for an RFQ placed under their awarded SINs.

For GWACs and Network Services and Telecommunications contracts, buyers must notify all sellers listed under a particular functional category.

Once an RFQ has closed, buyers may then evaluate and accept the quotation that represents the best value. Buyers may then issue an order to any contractor whose quotation was accepted.

State and Local Government Entities

State and local government entities (buyers) may now use the eBuy system to prepare and post RFQs for GSA Schedule supplies and services under the Cooperative Purchasing Program and the Disaster Recovery Purchasing Program.

In order to use eBuy, state and local buyers must first register in *GSA Advantage!*® as a state government customer. Buyers needing assistance with the registration process should contact the *GSA Advantage!*® Helpdesk on (877) 472-3777.

Each RFQ is posted in the eBuy system for a designated period of time and is assigned to a GSA Schedule Special Item Number (SIN) category by the buyer. The category assignment determines which Schedule contractors (sellers) may receive the email notice to submit quotations. Sellers are automatically listed under their awarded SINs.

Buyers may notify all sellers under a particular SIN category or may choose to notify a lesser number of sellers. Sellers not notified may still submit a quotation for an RFQ placed under their awarded SINs.

Government users who have an account on *GSA Advantage!*® may use eBuy.

Buyers who shop *GSA Advantage!*® may also designate specific supplies and services in their shopping carts to be posted to eBuy for quotations prior to purchase.

Buyers may attach any documents (such as a Statement of Work) to their RFQs. The ability to attach documents is particularly useful when the requirement is for services.

Once an RFQ has closed, buyers may then evaluate and accept the quotation that represents the best value. Buyers may then issue an order to any contractor whose quotation was accepted.

Visit us at www.gsa.gov/powerup to access a variety of information on eBuy, including online tutorials and training webcasts.



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policies that add up to a bigger bill at checkout. With FedRooms® just the opposite is true. To be accepted into and participate in the FedRooms® program, hotels **MUST** agree to the program terms and conditions, and FedRooms® will assist in holding hotels accountable.

Federal government employees can always use the FedRooms® rate when on official travel—and also when on leisure travel!

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*The FedRooms® rate can even be used by government contractors and state employees, when on official travel.

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- All major hotel chains are included
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- No hidden costs or penalties are attached to the rate
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- Rates are backed by the GSA-managed, official government lodging program—and audited to verify that there are no unadvertised hotel fees
- Available through: www.FedRooms.gov, eGovTravel Services, travel agencies, and hotel reservation call centers
- Can use your government travel charge card
- Most hotels offer the same rate and benefits for government contractors
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- Simply look and book through www.FedRooms.gov
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FedRooms® offers the greatest savings and benefits for hotel stays.

FedRooms® is the way to go for work and leisure travel.

Just ask your favorite hotel for the FedRooms® rate every time you travel!

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www.FedRooms.gov





Forging Ahead

Using Charge Cards for ARRA Projects

U.S. Government buyers can use GSA SmartPay® 2 charge cards to purchase and/or pay for official American Recovery and Reinvestment Act (ARRA) requirements. The ARRA is an economic incentive package enacted by the U.S. Congress in February 2009. The purpose was to provide a stimulus to the U.S. economy, worth an estimated \$787 billion. Utilization of the GSA SmartPay® 2 charge cards has been officially authorized by the Office of Management and Budget for official purchases made with American Recovery and Reinvestment Act funds.



The GSA SmartPay® cards must be used in accordance with OMB Circular A-123, Appendix B as well as in conjunction with any Agency specific policy that has been issued. Using the card allows for enhanced reporting and transparency in ARRA spending, aligns with ARRA requirements and policy, and benefits both the agency and the taxpayer. Each agency that spends with its GSA SmartPay® 2 cards continues to earn refunds (based on the amount spent by their agencies charge card program). This ultimately results in more value to the government.

GSA has three contractor banks which provide services through the GSA SmartPay® 2 master contract. The three GSA SmartPay® 2 contractor banks, which are Citibank, JPMorganChase, and U.S. Bank; offer several robust services, solutions, and capabilities that enhance and accommodate agencies as they spend their Recovery Act funds. The agencies are able to easily make important business decisions, and continuously report on funds which have been spent.

Depending on the mission of the agency, some may have more reason to use the card, than others. For those agencies anticipating a high volume of Recovery Act-related transactions, there is opportunity to add additional charge card accounts that can be created and linked to specific Recovery Act accounting codes. This option can improve procurement activities, as it will allow for agencies to keep separate the agency/organizations' everyday

business expenditures from those that are specifically recovery-act related purchases and transactions.

Using the GSA SmartPay® 2 card for Recovery Act-related transactions will further improve reporting capabilities and oversight. It will also allow transaction, reconciliation, and reporting procedures to remain consistent with standard charge card operating procedures and can reduce administrative costs. The contractor banks are well-equipped to assist agencies in improving their day-to-day purchasing activities and business practices. Additionally, agencies receive benefits in the form of negotiated bank refunds on increases in spending through the card program.

Specific guidance, as it pertains to the use of the GSA SmartPay® 2 charge cards for funds allocated under the ARRA, can be found within OMB Memo M-09-15 Section 1.14. Reporting requirements for purchases both above and below the micropurchase threshold can also been found within OMB M-09-15. To get started, refer to the OMB memo and discuss options within your agency on how charge cards can help you meet ARRA requirements. The Office of Charge Card Management is also here to help answer any questions about charge card use under ARRA. Please contact us at (703) 605-2808 or via email at gsa_smartpay@gsa.gov.



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Getting Organized in the *New Year*

Get Organized with GSA

Are you overwhelmed thinking about how to get your work space in order? Let's face it – clutter can sneak up on you, turning a clean and orderly workspace into an overwhelming mess in no time. But regaining control of your workspace – quickly and easily – is possible. It won't happen overnight, and keep in mind the goal isn't to end up with a sparkling space where everything is always in its place. Regaining control can happen if you keep a few things in mind.

The key to a more organized work space isn't just tossing most of your stuff – it's more about **recognizing and replacing bad habits with good ones**, and being consistent. Here are a few tips to get you started, and ten strategies to prevent you from procrastinating along the way.



1. Assess and Define Your Space

Organization expert Charlotte Steill says to take a notebook¹ or some graph paper², sit down in your work space and answer the following questions:

- Is this work space for one, or for many?
- Be sure to account for all of the various activities because it will dictate what will stay and what will go when it comes time to sort the work space's contents.
- What storage is available in the space? Built-in shelves, drawers, cabinets, a closet, and bins?
- What needs to be stored in the space to support its use?
- What is your goal for the space?
- What activities take place in the work space, and what are the essential items associated with those activities? What is the ideal workflow?
- Does the furniture suit the space? Should it be rearranged or replaced³?

Then, "*purpose your space*" says Vicki Norris, president of *Restoring Order*, an organizing company in Portland, Oregon. "Note your desired use of (the space), even if you are not using it that way currently." Remove anything that doesn't relate to your proposed activity for that space. Furniture in the office, for instance, needs to have a purpose. Repurposing old furniture is a great way to save money, but if the furniture isn't being used it's just a waste of space.

2. Sort Your Stuff

Tackle a little bit at a time, but keep the whole space in mind. Then, says organizing expert Liz Witts, begin the organizing process by sorting the items into the following categories:

- **Keep it:** You don't have to get rid of things you love or need, but you do need to determine what those things are. Keep only those supplies that are used daily on the desk. The rest should be put in a nearby storage cabinet.
- **Donate it:** This is Federal property we are talking about, so the FAR does apply. Check with Personal Property Management for the rules about donating excess property. Consider donating items you no longer need, or have duplicates of (keep the newer or better one and donate the other).

¹ Notebook, NSN 7510-01-445-9342

² Graph Paper, NSN 7530-00-582-4196

³ Desk Chair, NSN 7110-01-555-8502

With today's increased environmental consciousness, reusing excess property is a source of pride. And don't forget **Computers for Learning**, the program that promotes the reuse of federal excess computers among needy schools and educational nonprofit organizations. For more information on the Computers for Learning program, visit www.gsa.gov/computersforlearning.

- **Store it:** These are things that you may need to get to eventually, but don't need on a daily, weekly, or even monthly basis. Legal documents, contracting documents, reports, blank CDs, etc, should be stored.

- **Trash/Recycle it:** Things that are no longer usable. Worried about how to decide what gets tossed? Follow Liz Witts' suggestion: "If you need to spend more than 15 seconds thinking about what something is, or when you last used it, or why you even have it, then you probably don't need it." One caveat before you rid yourself of stuff: consider a secondary use for things you're thinking of pitching.

Clutter tends to attract dirt and dust. Before you put everything you keep in it's place, clean your work space. Use the right type of cleaners to avoid ruining your equipment (telephone wipes⁴, compressed air for keyboards⁵, antibacterial cleaners for desktop surfaces and shelving⁶, and anti-static wipes for computers and monitors⁷).

⁴ Phone Wipes, NSN 7930-01-454-1139

⁵ Air Duster, NSN 7930-01-398-2473

⁶ Desk and Office Cleaner, NSN 7930-01-411-8931

⁷ CRT Screen Cleaning Wipes, NSN 7930-01-482-6042



3. Set Up Storage Systems

Now that you're left with only the items you intend to keep, it is essential to set up the best storage solution for your needs:

- **Set up “zones” to maintain organization.** “If you are forever misplacing your keys, create a home for them,” says organizing expert Pam Socolow. “Put them in a convenient place, and try to establish a routine of always placing keys in the designated spot.”⁸
- The efficient office should be zoned into activity areas:
 - o The Work Center, which includes a clear workspace, the computer and frequently-used office products;
 - o The Reference Center, which includes binders, manuals, dictionary and professional books and materials;
 - o The Supply Center, which contains office and paper supplies.
- **Arrange your space for efficiency and comfort**⁹, and use well-labeled containers to create a storage system¹⁰. Labeling¹¹ is essential to keeping your workspace organized. Remember - label the container, not the shelf where items are stored. That way if the container moves, the items are still put in the correct container.
- **Make sure the lighting you choose is conducive to the space you have.** Natural light is best, but if that's not an option then make sure you invest in quality lighting products. Try to use desk lighting that can

clamp to different surfaces¹², rather than sit on the desk. This saves valuable desk space for other things.

- **If space is at a premium (and it usually is), add shelves wherever you can to make use of the vertical wall space**, says Liz Witts. Adjustable shelving¹³ is ideal because it can be moved to accommodate various storage needs. Kerry Crocker (www.space-cadette.com) suggests you think *up* as well, using vertical space as much as possible. “Install high shelves and wall pockets¹⁴ for action files in your office.” This helps you resist the urge to pile things on flat surfaces.
- **Have a master to-do list for each day at your desk.**
- **Invest in good, sturdy storage containers**¹⁵ in various sizes to accommodate your stuff, but buy containers and baskets only after you've decided what to keep. “The single most common mistake that I see is clients buying containers or organizing



⁸ Desktop Organizer Set, NSN 7520-01-368-5498

⁹ Ergonomic Footrest, NSN 7110-01-373-3310

¹⁰ Banker Storage, NSN 7520-01-316-2158

¹¹ Label Maker, NSN 7490-01-490-7262

¹² Desk Light, 6230-00-299-7771

¹³ Storage/Display Shelving, NSN 7125-00-559-6378

¹⁴ Nine Magazine Display Rack, TL1-G3809734

¹⁵ Collapsible Container, TL1-G3900133



gadgets at the beginning of the project,” says professional organizer Kerry Crocker of Chapel Hill, North Carolina (www.space-cadette.com). When the time is right, keep these things in mind when choosing containers:

- o Square containers hold more items, are more stable and sturdy, and waste little space when stacked;
 - o Clear containers are best for visibility, but if tidiness is more important to you, go opaque;
 - o Keep things where you use them. For instance, every phone deserves its own notebook¹⁶ and pen;
 - o Remember the cardinal rule: Measure your available space before shopping!
- Position your equipment by frequency of use. If the printer is used daily, it should be within easy reach. If the CPU is only accessed for troubleshooting, it can be placed under or next to the desk. If a scanner is rarely used, it can be placed outside the work space.

- When setting up hardware, be conscious of access to drives, trays, and cords. Don’t block access to drawers or take up leg room with tangled cords.

4. Keep Organized Spaces Sacred

Once you’ve cleared a space of unwanted items, it can be very difficult to keep it clutter-free. Keep these things in mind:

- Empty spaces seem to attract junk, so cut it off at the pass. “Put a lovely vase of flowers there instead,” Sally Allen says. “It changes the dynamics of the space.” (www.sallyallenorganizer.com)
- Allen also suggests placing a basket to the side of the space for collecting odd items.
- Eliminate magazine clutter by going through magazines as soon as you get them, rip out the articles you want to read, place them into a folder¹⁷ and tuck it into your briefcase.

¹⁶ Telephone Message Pad, NSN 7510-01-357-6829

¹⁷ Pocket Folder, NSN 7510-00-584-2489

5. Stay Focused

Procrastination can have a snowball effect. The little things you put off each day can pile up to the point where you're overwhelmed. To help you avoid the inevitable moment when your organizing efforts begin to slide, take note of these ten strategies from organizing expert Monica Ricci:

Mental Strategies

1. Focus on your desired result, not your fear or inaction.
2. Tune into your procrastination language in your head and derail it with positive thoughts of "I can," "I am," and "I enjoy" instead.
3. Let go of perfectionism. Many things aren't worth doing perfectly, so just start and do your best.

Physical Strategies

1. Get an accountability buddy to keep you on task along the way.
2. Work out the steps to the project on paper in advance to clarify your thoughts and eliminate the emotional whirlwind around why you don't want to begin the task or project.
3. Master the art of starting. Over and over again.

4. Do the hard parts first, or do the easy parts first – whichever motivates you more is the one you should choose.
5. Keep a progress log so you don't lose sight of how much you've accomplished.
6. Break your project into small, manageable chunks and create interim deadlines for yourself along the way.
7. Build in rewards for yourself as you finish each step or as you complete the project.

To see the products mentioned in this article, and thousands more options to help you get organized, visit www.GSAglobalsupply.gsa.gov.



Strategies for Reducing Clutter

Act Like You're Moving

If you've ever packed and paid for a move, the motivation for paring down your possessions will be all too clear. Say you had to uproot and relocate. What would you take with you? You don't actually have to pack up anything—just set aside the few things that you use and see what's left over. "Chances are, you use only 20 percent of your stuff regularly," says Sally Allen, owner of *A Place for Everything*, an organizing service in Golden, Colorado.

Be Realistic

Tackling clutter without knowing your priorities can be counterproductive. "People who take a 'tidy up' approach are actually rearranging rather than organizing," says Vicki Norris, president of *Restoring Order*, an organizing company in Portland, Oregon. "Sooner or later, the space relapses to its original condition."

Tackling Paper Clutter

Paper is an obvious problem in any office setting. Take this opportunity to shred¹⁸ any documents that aren't needed based on your office policy. It's also a good idea to sort incoming mail daily. Any junk mail should be thrown out immediately, and other mail should be read and addressed immediately. Don't put it in a pile for later or it will grow uncontrollably until it takes over any available horizontal space.

Also, for work product documentation that you need to keep, consider saving and/or converting documents to an electronic format and saving them on storage media¹⁹. Documents can be easily recovered should you need a paper copy in the future, and if you use the right format your computer can find those documents quickly and easily. A filing cabinet full of paper documents can be saved on one CD or DVD. And in the long run, you are doing the right thing for the environment and saving money by not buying all that paper.

Practice 5-Minute Organizing

Still waiting around for an eight-hour day you can devote entirely to organizing, but it never seems to arrive? Not unusual. "I think people think of it as an event — 'I'm going to get organized, period,'" says Heidi Goodwin, a professional organizer in Portland, Maine (www.getsimplicitybydesign.com). "But it's a matter of developing good habits. If you don't incorporate organizing into your day, especially with so much information coming in all the time, even the most organized person will struggle."

¹⁸ Paper Shredder, NSN 7490-01-450-4974

¹⁹ Recordable DVDs, NSN 7045-01-515-5372

Still MORE tips on how to get and stay organized . . .

1. Pre-sort the mail in three groups: a) To-File, b) To-Read and c) To-Contact (write or call).
2. Create a separate drawer for personal paperwork, items, etc.
3. Purchase Magazine boxes²⁰ to store booklets, magazines, catalogs you want to keep.
4. Create a file²¹ for magazine articles, or scan them and save them on your computer.
5. Filing system should be simple, easy, and manageable.
6. Color-coding your files²² makes it faster to find information.
7. Do not overstuff folders.
8. Never overload filing drawer. It will make it difficult to retrieve information in the drawers.
9. Sub-divide larger files with interior file folders.
10. Tab hanging file folders in the front²³.
11. Return calls in batches. Leave specific messages and the time you called if the person you're trying to reach isn't available.
12. Empty workspace of everything but the project you're working on to cut down on distractions.
13. Keep a supply of stamps at your desk.
14. Keep takeout menus from favorite restaurants so you can order ahead and pick up dinner on your way home.
15. At the end of each project or event, organize paperwork and file or store it.
16. Straighten your work space at the end of the day and especially at the end of the week so that you can start each morning with clear space.

²⁰ Magazine Storage Boxes, OS1-P572231

²¹ Slant-D Ring Binder, NSN 7510-01-462-1384

²² Hanging File Folders, assorted colors, NSN 7530-01-316-1639

²³ Hanging File Folder Tabs, NSN 7510-00-053-9662

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New Year's *Resolution 2010*

Overcome Phobia of Personal
Property Management Professionals



Personal property management mystifies me. I think it is because there are simple words like “excess” and “surplus” with special, secret meanings. This year, I resolve to learn about personal property management. By next year’s holiday parties, I’ll be knowledgeable enough to use “donation” correctly in casual conversation. When someone introduces himself or herself as a property custodian, I will not say “I thought we contracted out for janitorial services.” And I won’t tentatively ask, “How’s work?” to an Area Property Officer. They can’t arrest you – they are not law enforcement.



Clearly, this is not an article by or for personal property management experts. This article asks and answers those questions that we should all know the answer to, that we probably saw a PowerPoint presentation about. However, this time I decided to ask a GSA personal property manager to explain it to me like I was six years old – no references to regulations allowed, just the basics and maybe some pictures and an explanation why I needed to know about personal property management in the first place. Here is what I learned.

Discovery 1: There is nothing “personal” about personal property.

When we discuss personal property in this context, we are talking specifically about assets that belong to the federal government. Since they are not part of a building, they are not “real” property. Evidently, this is obvious to those knowledgeable in real estate and contract law. Personally, I am relieved they are not managing the extra shoes, energy bars, and coffee mugs collected in my desk drawers.

Discovery 2: Excess and surplus are really, really not the same thing.

Like a caterpillar and a butterfly are not the same. Excess is stuff that a particular federal agency no longer needs. Excess transforms into surplus much later in the process, when it becomes clear that nobody in the entire federal government needs the property. Once you feel confident that you know the difference between excess and surplus, you’ll encounter another term to complicate matters: exchange/sale property. This categorization, exchange/sales property, is used for property that your agency still needs, but the property is worn out or obsolete. When property is determined to be exchange/sale, the proceeds of the sale can be applied to the acquisition of the same or similar property.

Discovery 3: Excess must be reported.

You can’t simply throw your extra file cabinet in the dumpster. There are rules. Think of personal property management as the original recycling program. Excess stuff which your agency no longer needs must be reported

so that other agencies can determine whether they have a need for it. Luckily, reporting can be done online via a Web application called GSAXcess® (www.gsaxcess.gov). Better yet, your agency's own property managers can do the reporting themselves. We just have to be astute enough to not throw out personal property and instead contact the property manager so that he/she can report it. There are a lot of exceptions and condition codes that go hand-in-hand with reporting, but we will leave those to the experts.

By the way, GSA is the agency that runs the excess reporting system for the federal civilian agencies. Reporting excess is mandatory. GSA receives appropriated funds to run GSAXcess® and has Area Property Officers (APOs) who conduct training sessions and assist customer agencies in the reporting and transferring of excess. To find an APO go to gsa.gov/apo.

Discovery 4: Agencies don't shop, they "screen".

Whenever one federal agency visits GSAXcess® with the intention of obtaining another agency's excess, they are "screening". I have embraced this term in my personal life. Like in response to "Honey, what are you doing?" It sounds so much better to say, "I am screening shoes online."

One reason it's called "screening" rather than "shopping" may be that with the exception of transportation costs, excess is free.

The other distinction is that while anybody can "screen" excess, it takes a property officer to submit a request for a transfer. Also, there are rules for acquiring excess, such as having an authorized need, not acquiring property just to trade it.

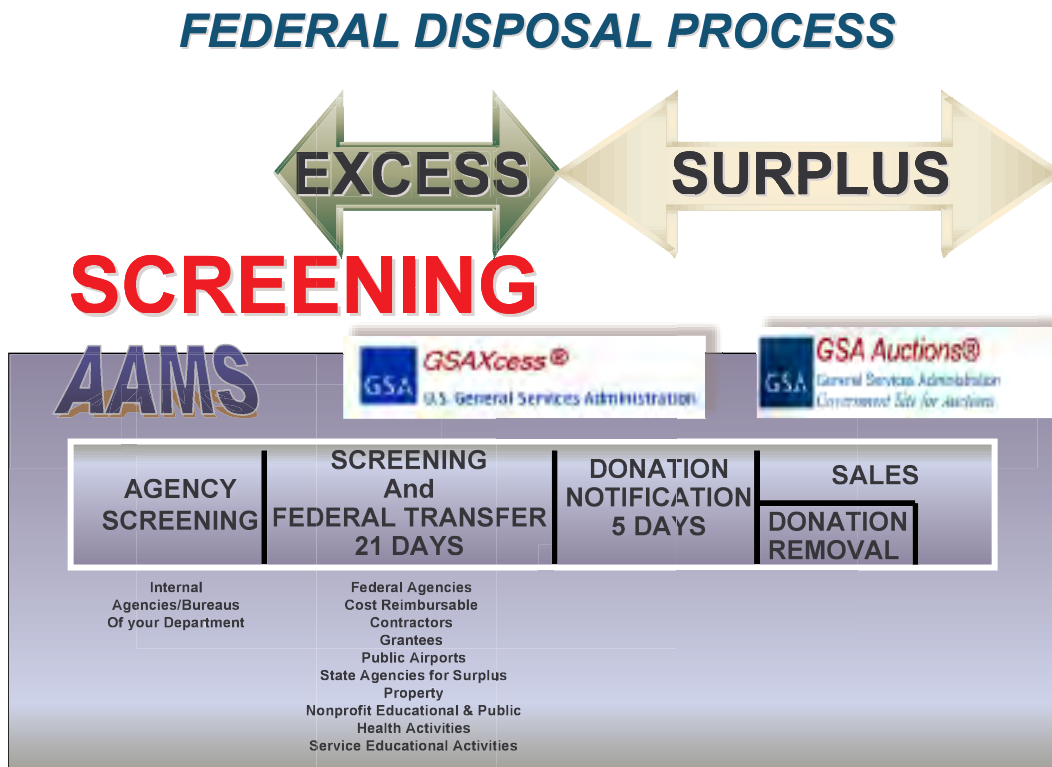
Discovery 5: Redistribution and reutilization.

Two words with special, secret meanings. Whenever excess is moved within the same agency, it is called redistribution. When excess is transferred from one federal agency to another agency, it is called reutilization. Can be thrown into casual conversation as: "So, I heard you helped TSA reutilize some office furniture from the FBI."

Recap:

Within an Agency = Redistribution

Between Agencies = Reutilization



Discovery 6: Surplus and State both start with an "S".

Surplus is simply excess which the federal government does not need. If after 21 days of being posted on GSAXcess®, the excess has not been reutilized (i.e., needed by some other agency) the metamorphosis occurs and the excess becomes surplus, and the states have access to it.

Discovery 7: Surplus + State = Donation

When the federal government makes surplus federal property available to the states, it is called donation.

Recap:

Federal to Federal = excess transferred via redistribution or reutilization

Federal to State = surplus transferred via donation

Discovery 8: States – a complicated concept.

Defining state entities eligible to receive donated property is too ambitious for this article. It requires an expert. If you like regulations, look up Discovery 9.

Discovery 9: The go-between. The State Agency for Surplus Property.

Each state has a State Agency for Surplus Property (SASP). SASPs are organized under the National Association for Surplus Property (NASASP). By law, the federal government donates property to SASPs. Acquiring activities can look for surplus online at www.GSAXcess.gov. Many SASPs also maintain physical locations (property holding centers) that acquiring entities may visit to screen surplus property.

Discovery 10: Sometimes the states don't need it either.

In this case, the property is available for sale to citizens. And this is where it gets complicated. If a federal agency has property to sell, it has multiple options. GSA is not a mandatory source for selling property. The agency must use a Federal Asset Sales Center, or may sell property on its own if it is an approved sales center or has a waiver.

Discovery 11: Is this where www.govsales.gov fits in?

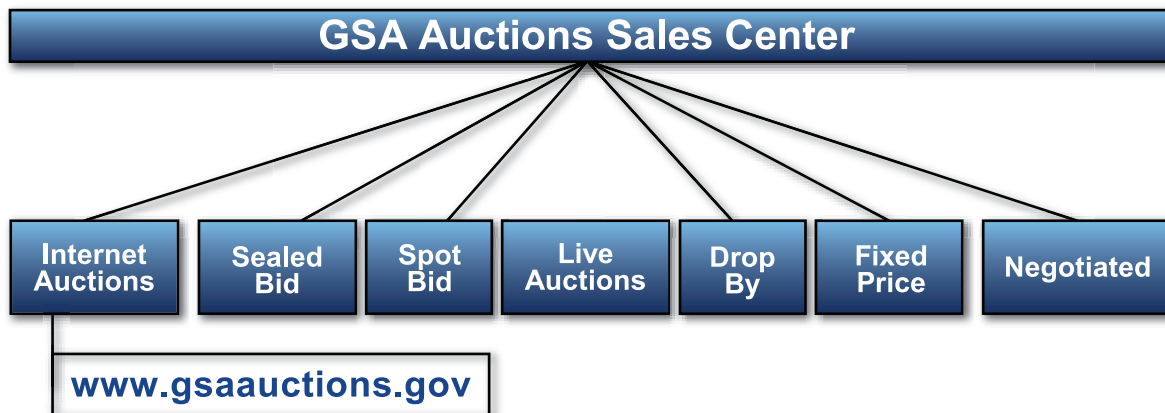
No. GSA is the agency responsible for the eGov initiative to create a single eMarket location for citizens to buy federal

assets, such as real, exchange/sales, surplus, and forfeited property. All approved sales centers, such as GSA, the U.S. Marshals Service, U.S. Treasury, Interior, and USDA, link their property to www.govsales.gov for selling. So if you are a citizen, you should be really excited that we have a one-stop shopping place for all government property.

Discovery 12: So how do you get agencies to sell their property on www.govsales.gov?

This can be tricky because GSA is not a mandatory source. An agency can sell property on its own if it has a waiver. Or it can sell through an approved sales center that can link the property to www.govsales.gov.

The GSA answer is, consider GSA as your approved sales center!



Discovery 13: Okay, so how do agencies get surplus property into the GSA Auctions® sales center and Web application?

It's made easy by a Web interface between GSAXcess® and the GSA Auctions® Sales Center Systems; this interface provides a smooth transition and eliminates the hassle of re-entering information. MySales is a related system which lets agencies review sales items and withdraw items from sales information. The ease of uploading data is just another reason for using GSA as your personal property disposal center. GSA also has Sales Contracting Officers (SCOs) to work with agency points of contact.

This part of the GSA property management program does not receive appropriated funds. Its operation is funded by a fee based on the percentage of sales achieved.

There are advantages to using GSA – such as no need for an on-site contracting officer, no additional cost for a sale site location, reduced storage fees, and reduced time and labor costs. Your agency can derive revenue from items sold to the general public. GSA also uses various sales methods to maximize the return. The sales methods include live auctions, negotiated sales, drop by, spot, sealed bid sales, fixed price, (also known as retail sales), and Internet auctions through GSA Auctions®. And of course, GSA Auctions® feeds data into www.govsales.gov, as do other approved sales centers. And another advantage of using GSA is that it is easy to get property loaded into GSA Auctions®.

The summary.

There is a well-developed system for redistributing, reutilizing, donating, and selling federal government personal property. Many parts of the program are mandatory: some parts of the program can even generate revenue for your agency. And excess should always be considered as the first source of supply. It is environmentally responsible and cost-effective.

- How is your program doing with property management?
- Do you know who your agency property officer is?
- Do you screen excess as a source of supply?

If you keep those considerations in mind, you'll be set! It really is not that scary.

United States Army Europe/7th Army (USAREUR)


GSA's Assisted Acquisition Services Delivers



USAREUR supports the largest area of responsibility (AOR) in the world. It includes 30 million square miles, three continents and 91 countries and territories. It also covers 35 percent of the earth's landmass, 60 percent of the earth's coastlines and 23 percent of the world's population.

Headquartered in Heidelberg, Germany, USAREUR is the most engaged and deployed theater of operation worldwide. Representing only about 13 percent of the total Army, USAREUR provides command, control, and Title 10 support for over two-thirds of the Army's deployed forces. USAREUR is supported by forward-deployed communications and intelligence organizations.

On any given day, 20 percent of USAREUR's soldiers may be deployed to more than 20 countries both within and outside its AOR. USAREUR headquarters provides planning guidance for Army units to be deployed in contingencies and for those units already deployed.



Managing the Information Technology needs of such a vast and divergent force requires an incredibly well managed and efficient organization – one with well defined processes and clear goals.

The USAREUR Information Technology Theater Business Office (IT-TBO)

The IT-TBO provides centralized administration, governance, surveillance, and validation of all Theater IT investments (hardware, software, and contract services) to meet the future needs of 7th Army forces, enabling highly capable IT solutions at affordable costs with decreased acquisition timelines. The IT-TBO centrally manages all IT contracts provisioning the Warfighter, Intel, Enterprise Information and Business Mission Areas, including management of all STAMIS and ABCS support to the Warfighter through:

- Centralized Governance
- Enterprise Acquisitions
- Theater Quality Assurance
- Portfolio Managed Investments
- Strategic Partnerships
- Theater Contract Officer Representative (COR)

The office is responsible for providing effective and efficient IT planning and control processes through established partnerships with business stakeholders to gain economies of scale and reduce the overall cost of IT.

- Provides centralized IT investment validation for all functional IT hardware, software, and services for military forces in Europe. Assess IT Investments making recommendations to the CIO based on best business practices, Army transformation goals, CIO investment strategies, AKM Guidance, and CIS architecture guidance.
- Provides an effective and efficient 7th Army Theater IT acquisition development and management process ICW Army Expeditionary Contracting Command-Europe (ECC-E) Principle Advisor Responsible for Contracting (PARC).



- Institutes decision-enabling frameworks consisting of processes and procedures that standardize the means to identify, evaluate, adopt, and retire IT capabilities, and ensure compliance in support of 7th Army and CIO/G6 strategic plans.
- Analyzes all Army Europe contracts to identify redundancies and inefficiencies. Provides Army Europe leadership with viable Courses of Action (COAs), by analyzing all Army Europe contracts to identify redundancies and inefficiencies to ensure the Warfighter has the best of breed IT at the best value.

The Requirement

In order to meet the demands of this highly efficient organization, a need was identified that could not be fulfilled from within their internal acquisition organization due to capacity issues. It was critical that the project was aligned with the IT-TBO mission to gain economies of scale and reduce the overall cost of IT for the organization. With this critical requirement in mind, they turned to GSA's Assisted Acquisition Services Program.

GSA's Assisted Acquisition Services (AAS) sought to provide the USAREUR Information Technology Theater Business Office with a solution to develop a Contract Management Portal and CIO Dashboard estimated at approximately \$3M. The portal and dashboard would combine two existing systems into one efficient means for the IT-TBO to track data and to give top IT management a snapshot of contracting activities throughout the organization.

USAREUR further indicated that if GSA was able to deliver on schedule and meet the need, they would pursue an ongoing relationship with GSA's AAS to meet future requirements.

GSA's Support

The GSA AAS team quickly moved to fulfill the requirement and assembled an acquisition team. Geography and time zones presented a communication challenge, but GSA worked efficiently and effectively to conduct market research on firms capable of performing this overseas work,

developed an acquisition strategy, conducted the acquisition, and awarded the task order, all within the pre-established timelines.

The Result

The GSA AAS team delivered an ideal solution for the IT-TBO, issuing the task order on schedule and meeting the IT-TBO need. This success has allowed USAREUR to pursue a continuing relationship with GSA's Assisted Acquisition Services Program to meet future needs, thus streamlining operations and reducing costs.

GSA is proud to provide mission critical solutions to all its customers. For more information on how GSA Assisted Acquisition Services can support your agency, please contact:

Mark Aucello, Director
(215) 446-5802



Welcome to

GSA's Ask the Expert Column!

Here, we answer commonly recurring questions received about GSA Programs.



What are the differences between GSA Multiple Award Schedule (MAS) contracts, Governmentwide acquisition contracts (GWACs), and Multi-agency contracts (MACs)?

GSA Multiple Award Schedule (MAS) contracts are indefinite delivery, indefinite quantity (IDIQ) contracts available to all federal agencies worldwide. GSA awards and administers MAS contracts pursuant to section 201 of the Federal Property and Administrative Services Act of 1949, as amended. Under the MAS Program, GSA enters into governmentwide contracts with commercial firms to provide over 4 million commercial services and products. Agencies place orders directly with MAS contractors. Interagency agreements are not required to use MAS contracts. The Economy Act does not apply to orders placed against MAS contracts.

Governmentwide Acquisition Contracts (GWACs) are task order or delivery order contracts for information technology established by one agency for governmentwide use. Each GWAC is operated by an executive agent designated by the Office of Management and Budget pursuant to section 5112(e) of the Clinger-Cohen Act. The Economy Act does not apply to orders under GWACs.

Multi-agency Contracts (MACs) are task order or delivery order contracts established by one agency for use by government agencies to obtain a variety of supplies and services. The Economy Act (Federal Acquisition Regulation (FAR) Subpart 17.5) applies to orders placed under MACs, with the exception of MACs for information technology that are established pursuant to the Clinger-Cohen Act.

Can State and Local Entities use GSA MAS for Public Health Emergencies?

Yes. Effective August 17, 2009, state, local, territorial, and tribal governments may access all Federal Supply Schedules as authorized users for goods and services when expending Federal grant funds in response to Public Health Emergencies (PHE) declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.

Participation in this program is voluntary for both government entities and for Schedule contractors. Eligible ordering entities have full discretion to decide if they wish to make a GSA Schedule purchase, subject to any limitations that may be established under state and local laws and procedures.

Schedule contractors have the option of deciding whether they will accept orders placed by state and local government buyers. A Schedule contractor will retain the right to decline orders received from state and local government entities on a case-by-case basis. Schedule contractors may decline an order, for any reason, within a five-day period after receipt of the order; however, credit card orders must be declined within 24 hours (GSAR 552.232-79).

Order Language:

The following language should be included on all task or delivery orders placed by state, local, territorial, and tribal governments purchasing with grant funds in support of Public Health Emergencies (PHE) declared by the Secretary of Health and Human Services under 319 of the Public Health Services Act, 42 U.S.C. § 247d:

This order is placed under Federal Supply Schedule number _____ pursuant to GSA policy that authorizes state, local, territorial, and tribal government entities, as authorized users for purchasing goods and services, when expending Federal grant funds in response to Public Health Emergencies (PHEs) declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.

What are the regulations regarding contractors purchasing from Multiple Award Schedules?

Properly authorized cost-reimbursable contractors (and sub-contractors) may purchase directly off GSA Schedules as outlined FAR 51. The contracting officer awarding the cost type must include in the contract the appropriate clause at FAR 52.208-9, Contractor Use of Mandatory Sources of Supply or services. Once included in the contract, the contractor can order directly through the GSA Schedule program.

What is MySales?

MySales is a Web site that will offer customer agencies the benefit of managing their personal property. MySales offers two user screens that will allow custodians and property managers to monitor the status of their surplus and exchange sale property that has transitioned into the GSA Sales Program. UNICOR remains a preferred source for those items listed as mandatory on its Schedule of Products (with some exceptions as outlined in a previous question). Also, FAR 8.6 encourages agencies to utilize UNICOR to the maximum extent possible.



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Training and Seminars

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Seminars are free; however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our Web site at www.gsa.gov/events, or contact your local representative at one of the numbers listed below and on the following page.

We'll Come To You! GSA can customize training seminars to your needs at your location! Call your local group special point of contact in the following list for more information.



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To discuss “Group Specials” and customized courses, special services and rates, please call the GSA Professional Development and Training Section at (703) 605-0555, or email travel.training@gsa.gov.



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For a complete course listing, please visit

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Special Needs

Employees with special needs, who are attending training, please call the GSA Professional Development and Training Section at (703) 605-0555, or email travel.training@gsa.gov to discuss special arrangements.

Adverse Weather and Government Closure

The GSA Professional Development and Training Section reserves the right to cancel any training session that may be affected by adverse weather, federal emergency or government related closure. Training will be cancelled and rescheduled at a later date. GSA will not be responsible for any additional travel expenses incurred by the student or his/her agency due to adverse weather, federal emergency or government related closure.

Dress Code

When attending GSA Training, the dress code is business casual for both civilian and uniform attendees.

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LECTURE COURSES

1700 – Travel Basics

One Day Course (\$329)

This is a “must take” course if you are new to travel or need a quick refresher on the basic application of travel regulations, programs and procedures. All travelers should take this course to “know before they go” in order to ease the stress of official travel and avoid costly mistakes. The course “Travel Guide” serves as the course textbook as well as a handy travel reference guide! Students will learn how to plan a complete itinerary, select appropriate vendors, finalize arrangements, and complete travel documents. This course is ideal for newly hired government employees, interns, infrequent travelers, and authorizing/supervising/policy officials.

1745 – Relocation Allowances: Federal Travel Regulations (FTR) (\$980)

This class explains, in plain language, the allowances provided to eligible civilian employees making a permanent change of duty station. Course content: travel authorizations, advances and vouchers; service agreements; househunting and en route travel; temporary quarters; shipment of household goods/automobiles; property management; real estate expenses; miscellaneous expenses; and last move home. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1750 – Relocation Income Tax Allowances (RITA) (\$895)

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.



1755 – Shipping Household Goods and Transportation Management Services Solution (TMSS) Two-Day Course (\$895)

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Now included in Shipping Household Goods, information on Transportation Management Service Solution (TMSS) which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. Demonstration of this dynamic new system will enable GSA customers to effectively and efficiently manage the entire transportation process and execute the following tasks online: Rate and route shipments, book shipments, generate bills of lading, track and trace shipments, view proof of delivery, perform repayment audits, pay for transportation services, resolve service and billing disputes, file/settle loss and damage claims, generate transportation reports, perform data analysis and facilitate post payment audits.

1760 – Temporary Duty Travel Federal Travel Regulation (FTR) (\$875)

This lecture course teaches students how to compute temporary-duty travel allowances and responsibilities concerning: travel authorizations; allowable transportation; Fly America Act; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

LECTURE COURSES

1780 – Conference Planning Six-Hour Session (\$550)

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem and pay for light refreshments. Discussion includes: where to hold meetings and conferences nationwide; obtaining proposals; estimating budget costs; what's included in room rate; using approved hotel accommodations; agency requirements for conferences; and the best times to hold conferences.

2060 – Advanced Temporary Duty Travel – Federal Travel Regulation One-Day Course (\$620)

This advanced course provides in-depth discussion of the statute pertaining to travel authorizations and per diem allowances for domestic and foreign travel.

Discussion includes long-term Temporary Duty (TDY) assignments, mandatory use of the contract city-pair fares, and arranging travel services in accordance with FTR amendment 2003-7, eTravel Services, effective January 21, 2004. Additional topics include the mandatory use of the charge card, when conference per diem is allowed, miscellaneous expenses, receipt requirements, and voucher submission. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.



3000 – Temporary Duty Travel – Federal Travel Regulation (FTR)

For more details on registration, cost and payment information, please contact the GSA Professional Development and Training Section at (703) 605-0555 or visit our Web site at

www.gsa.gov/traveltraining.

LECTURE COURSES ON-SITE SPECIAL

1761 – Approving Official Responsibilities: Federal Travel Regulation (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel authorizations; allowable transportation; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; miscellaneous expenses; submission of vouchers; and approving official's responsibilities.

For more information, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.



DEPARTMENT OF DEFENSE OFFERINGS

1765 – Temporary Duty Travel: Joint Federal Travel Regulations, Volume 1; (Uniformed Services \$875)

This course teaches students to understand temporary-duty travel allowances and responsibilities for uniform members for the Department of Defense. Topics covered are: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel allowances make annual (or even twice yearly) training strongly advised.

1770 – Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 (\$875)

This course teaches students how to understand temporary-duty travel allowances and responsibilities in accordance with the Joint Travel Regulations, Vol. 2 for civilian employees with the Department of Defense. Topics covered include: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel regulations make annual (or even twice yearly) training strongly advised.

1775 – Relocation Allowances: Joint Travel Regulations, Volume 2; Three - Day Course (\$980)

This course explains allowances provided to eligible Department of Defense civilian employees making a permanent change of duty station. Course content: travel orders, advances and vouchers, service agreements, house hunting and en route travel, temporary quarters, shipment of household goods/automobiles, property management, real estate expenses, miscellaneous expenses, and last move to home entitlement. Fast changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advisable.



2070 – Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2; One-Day Course (\$620)

This course provides in-depth discussion of the statute pertaining to travel orders, per diem allowances for domestic and foreign travel, transportation allowances, mandatory use of the contract airline city-pair fares, Defense Travel Service (DTS, Fly America Act, and the Civilian Board of Contract Appeals Travel Cases). Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements, and voucher submission. Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

DEPARTMENT OF DEFENSE ON-SITE SPECIAL

1771 – Approving Official Responsibilities: Joint Federal Regulations, Vol. 2 (On-Site Arrangements Only)

The travel authorizing/approving official or his or her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He or she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel orders; transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.



“NEW” ON-SITE SPECIAL

1705 – Advanced Travel Basics Four Hour Session

Prerequisite: Student must have successfully completed Course 1700 Travel Basics

This course consists of the basic rules, regulations, policies, and procedures for the approval, authorization, entitlement, arrangement, performance, and vouchering of official travel provided in the Travel Basics course, as well as a more in-depth review of necessary travel actions, requirements and procedures required before, during, and after official travel is completed.

Intended for: New hires, interns, first time supervisors, new approving officials, new travel prepares or voucher examiners

1730 – Temporary Duty Travel: Federal Aviation Administration Travel Policy (FAA TP) Two Days

This course teaches students how to understand and compute temporary duty travel allowances and responsibilities in accordance with the Federal Aviation Administration Travel Policy (FAA TP).

Intended for FAA personnel only: FAA travel specialists, support staff, frequent travelers, authorizing/supervising/policy officials, new hires and interns.

This course is offered as an on-site special only. For more information, please call the GSA Professional Development and Training Section at (703) 605-0555, or email us at travel.training@gsa.gov.

ADDITIONAL COURSE OFFERINGS

Shipping Household Goods and Transportation Management Services Solution (TMSS), Course 1755

Relocation Income Tax Allowances (RITA), Course 1750

Relocation Allowances: Federal Travel Regulations (FTR), Course 1745

Relocation Allowances: Joint Travel Regulations (JTR), Volume 2, Course 1775

Advanced Temporary Duty Travel: Federal Travel Regulations (FTR), Course 2060

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2, Course 2070



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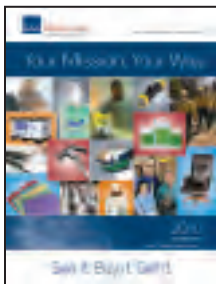
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NSN Phase Out

GSA is dedicated to providing environmentally preferred and performance oriented cleaning solutions as well enhancing our partnering relationship with AbilityOne. As a result of these goals a number of cleaning solution NSNs are being phased out and replaced with existing AbilityOne NSNs. An independent laboratory has verified that the AbilityOne NSNs perform as well or better than the NSNs they are replacing when measured against industry standard specifications. GSA wants to assist Federal agencies with their effort to follow OFEE guidelines in procuring environmentally preferable and biobased products. Changes like these are a key to making the federal green purchasing program successful. The following list shows the NSNs being phased out and the corresponding replacement NSNs effective December 1, 2009.

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Price ~~\$23.61~~ \$16.50 BX(contains 4 EA)

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|------------------------------|--------|-----------|----------------------------|--------|-----------|
| NSN | Size | U/I | NSN | Size | U/I |
| 7930-01-342-5315 | 24 oz. | BX(12 EA) | 7930-01-373-8849 | 22 oz. | BX(12 EA) |
| 7930-01-306-8369 | 1 gal. | BX(6 EA) | 7930-01-373-8848 | 1 gal. | BX(6 EA) |
| 7930-01-342-5316 | 5 gal. | CN | 7930-01-373-8845 | 5 gal. | CN |

Clearance

Drinking System

(***REDUCED PRICE***)



Back worn hydration system. Capacity: 100 oz. (3.0 liter); 18.5" L x 10" W x 5" D; Volume: cargo storage 540 cubic inches, volume including water: 720 cubic inches, empty weight: 1.81 lbs.

NSN 8465-01-396-9926

P/N 72150 M.U.L.E. or equal

Color Desert Camo

Price ~~\$78.95~~ \$58.00 EA

FEATURED PRODUCTS

GSA Global Supply™ offers a wide range of products. Please visit us at www.GSAglobalsupply.gsa.gov for a complete selection.



▼ Backpack Tool Carrier

This backpack carrier makes it convenient to transport tools virtually anywhere! Backpack carrier contains five to seven panels, each of which includes various sized pockets, slots and zippered compartments. Backpack includes padded shoulder straps with adjustable buckles, two handles to carry the pack like a bag, adjustable straps for securing backpack at waist (optional), flaps to hold tools in place, and a zipper closure. All panel shells are sewn together and joints are seamed-taped with nylon seam tape. Tool holder divisions are sewn and back-sewn at the terminating ends. Each panel has nylon seamed-taped radius edges to form a cup shaped enclosure. Each pocket is sewn independently, allowing holders in one panel to be altered without affecting the holders in the adjacent panel. Zipper chain is sewn around the outside edge on all sides of the pack back, except 8" on the bottom side.

NSN 5140-01-420-0438

Price \$113.68 EA



Tool Organizer

► Bucket Boss tool organizer is constructed of durable rip-proof fabric. Organizer has 38 exterior and 18 interior pockets. Features: fully padded, cordless drill holster; security pocket with flapped closure; and elastic strap for long-handled tools. Fits in and over a five-gallon bucket (not included).

NSN 5140-01-490-7248

Brand Fiskars, Inc.

P/N 01056

Price \$26.61 EA



◄ These handy drawer organizers ensure that tools are properly stored and make it easy to tell when a tool is missing. Each package contains enough foam for three standard chest drawers or two standard rollaway drawers. Includes two 16-1/4 x 22-1/4" foam inserts, cutting knife, two adhesive layout sheets, and instructions. Height: 1/2"; Shipping weight: 0.7 lbs.

GSA Part # TL1-CFM-50670B

Brand Craftsman

Price \$25.29 EA



◀ Work Station

This nine-drawer work center features one ball-bearing drawer positioned below the work surface and eight friction-slide drawers. Top has built-in storage. Shipping weight: 225.7 lbs.

GSA Part # TL1-CFM-50880J

Brand Craftsman

Color Black

Size Height: 36-3/4"; Width: 48"; Depth: 22-1/4"

Price \$978.45 EA

Tool Cart ▶

This 15-drawer tool cart has a capacity of 16,267 cubic inches. Weight: 205 lbs.; Shipping weight: 251 lbs.

GSA Part # TL1-WII-01500B

Brand Waterloo

Color Red

Size Width: 40.95"; Depth: 18"; Height: 35.61"

Price \$725.65 EA

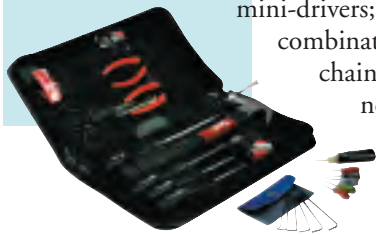


▼ Office Tool Kit

Kit offers all-in-one convenience! Contains: screwdriver bit set and handle with one Phillips and five flat-tip mini-drivers; slip-joint pliers with combination jaw and cutter; chain pliers with long round nose and cutter; heavy-duty straight trimmer's shears; curved claw hammer; adjustable wrench; two flat-tip screwdrivers with tip widths 0.188 and 0.313"; two Phillips screwdrivers with tip sizes 1 and 2; smooth jaw tweezers; six-piece, L-shaped Allen wrench set (nominal sizes 0.05 to 1/8"); steel measuring tape (16" long, 3/4" wide); utility knife with retractable blade in four positions. Equipped with a custom zipper tool case.

NSN 5180-01-336-7141

Price \$135.81 KT



Pipefitter's Tool Kit ▼

Kit includes hacksaw blade; hacksaw frame; pipe-cutter wheel; pipe and tube cutters; propane cylinder; hammer; oiler; slip-joint pliers; reamer; cross- and flat-tip screwdriver; sealing compound; sealing flux (paste); solder; measuring tape; die-head thread cutter; pipe vise and stand; basin, pipe and plier wrenches and internal-gripping pipe wrench. Furnished in a tool chest.

Army Supply Catalog
5180-95-N13.

NSN 5180-00-596-1501

Price \$3,963.47 KT





Mechanic's Tool Kit

◀ This 154-piece mechanic's tool set includes: 105 sockets; 12 wrenches; five drive tools; and 32 specialty tools. Comes in a molded case. Weight: 30 lbs.

GSA Part # TL1-CFH-30031E

Brand Craftsman

Price \$221.66 EA

▶ This 475-piece mechanic's tool set includes: 263 sockets; 15 drive tools; 113 wrenches; and 84 additional tools. Shipping weight: 73 lbs.

GSA Part # TL1-CFH-30680L

Brand Craftsman

Price \$1,185.65 EA



◀ This 546 piece kit has 331 sockets, 26 drive tools, 90 combination wrenches, 31 screwdrivers and nutdrivers. There are 68 additional tools including pliers, hex key set, punches, chisels and a hacksaw with blades. There are fractional and metric sizes including 1/4, 3/8, 1/2, and 3/4" drives. **DD**

NSN 5180-01-544-9840

Price \$1,843.00 KT



General Mechanic's Tool Kit ▶

All-in-one kit is ideal for general maintenance and repairs. Kit includes: mounting brackets; pry bar; tool-cleaning brush; cold chisel; spring tension clips; files; flashlight; thickness gauge; hammer; wood file handle; key sets; pocket and putty knives; padlock; pliers; aligning, drive pin and solid center punches; magnetic retrieving tool; tools and accessories roll; steel rule; Phillips and flat-tip screwdrivers; metal-cutting shears; sockets; socket wrench tool clip; test light; toolbox; combination box and open-end wrenches and set; Allen wrench set; socket wrench set; solid extension bar; box; flare nut and open-end wrenches; and pliers and spanner wrenches. Department of the Army Supply Catalog SC 5180-95-N26.

NSN 5180-00-177-7033

Price \$1,178.16 KT



Multi-Tool



◀ This tool is furnished with the most popular features. The Blast has longer blades and Zytel handle inserts. The tool includes: cap

crimper, needlenose pliers, regular pliers, wire cutters, hard-wire cutters, clip-point knife, metal/wood file, scissors, large screwdriver, small screwdriver, Phillips screwdriver, small bit driver, Phillips and flat-tip eyeglass screwdriver bit, ruler (8"/19cm), bottle/can opener, wire stripper, and lanyard attachment.

Black oxide finish. Black nylon sheath.

NSN 5110-01-541-1162

Brand Leatherman Tool Group

P/N 830482

Size Length: 4" (closed)

Price \$51.38 EA



◀ The Core tool includes: needlenose pliers, regular pliers, wire cutters, hard-wire cutters, stranded-wire cutters, electrical crimper, clip-point knife, serrated knife, saw, wood/metal file, 5/16" screwdriver, 7/32" screwdriver, 1/8" screwdriver, Phillips screwdriver, ruler (9"/22cm), bottle/can opener, wire stripper, and a lanyard ring.

Stainless steel finish. Black nylon sheath.

NSN 5110-01-541-1453

Brand Leatherman Tool Group

P/N 830145

Size Length: 4-1/2" (closed)

Price \$45.69 EA



◀ The new Wave features: blasting cap crimper, needlenose pliers, regular pliers, wire cutters, hard-wire cutters, clip-point knife, serrated knife,

saw, scissors, wood/metal file, diamond-coated file, large bit driver, small bit driver, large screwdriver, ruler (8"/19cm), bottle/can opener, wire stripper, and a lanyard attachment.

Stainless steel finish. Black nylon sheath.

NSN 5110-01-541-1201

Brand Leatherman Tool Group

P/N 830485

Size Length: 4" (closed)

Price \$67.72 EA



◀ The Charge XT features Titanium handles. This tool includes: 154 cm knife blade, needlenose pliers, regular pliers, wire cutters, hard-wire cutters,

crimper, serrated knife, cutting hook, saw, wood/metal file, diamond-coated file, two large bit drivers, small bit drivers, 9 double-ended bits (Phillips and flat-tip eyeglass screwdriver, 1/4 and 3/16" screwdrivers, 1/8" and Torx #15 screwdriver, Phillips #1 and #2, 3/32 and 5/64" hex, 5/32 and 9/64" hex, 1/16 and .050" hex, 1/8 and 7/64" hex and Robertson #2 and #3), ruler (8"/19cm), bottle/can opener, wire stripper, fixed lanyard ring, quick-release lanyard ring, and a removable pocket clip.

Camouflage finish. Leather camouflage sheath. (Real Tree hardwoods green)

NSN 5110-01-541-1206

Brand Leatherman Tool Group

P/N 830491

Size Length: 4" (closed)

Price \$127.63 EA

▶ Packaging Tape Dispenser NEW

Handheld packaging tape dispenser accommodates 3" core, 2" wide tapes. Retractable safety blade reduces cuts and injuries. High-impact plastic handle with pistol grip for easy form fit. Includes tape break for one-hand operation. Comes with one 30 yard roll of tape. Meets OSHA requirements. **DD** AbilityOne ★

NSN 7520-01-566-4139

Price \$9.95 EA



Mechanical Pencil NEW

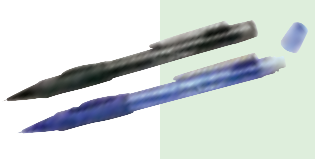
▼ Prism mechanical pencil with translucent barrel, latex-free rubber grip and fixed sleeve eraser. **DD** **SKILCRAFT** **AbilityOne** ★

NSN 7520-01-565-4872

Color Translucent Black

Size 0.5mm

Price \$13.90 DZ



Includes two each smoke, green, blue, purple, turquoise, and red.

NSN 7520-01-565-4870

Color Assorted

Size 0.5mm

Price \$13.90 DZ



NSN 7520-01-565-4871

Color Assorted

Size 0.7mm

Price \$13.90 DZ

NEW

SlickerClicker side advanced, mechanical pencil with sliding sleeve includes a rubber grip for added writing comfort. Both grip and eraser are made of latex-free rubber. The low profile side button allows user to advance the lead without changing writing position. Features sliding sleeve to protect lead.

NSN 7520-01-565-4874

Color Translucent Blue

Size 0.7mm

Price \$27.96 DZ

► Mechanical pencil with rubber grip features metal construction and is lightweight and durable. Black rubberized grip is made using latex-free rubber. Features sliding sleeve to protect lead.



NSN 7520-01-565-4873

Color Silver with Black Accents

Size 0.7mm

Price \$10.65 DZ

NSN 7520-01-565-4875

Color Silver with Black Accents

Size 0.5mm

Price \$10.65 DZ

Degradable Plastic Bag NEW

Degradable in landfill conditions in 12-24 months.

33-gallon capacity.

Ⓜ 8-month maximum shelf life (not extendable)

NSN 8105-01-562-9160

Color Light Green

Size 33 x 39"

Price \$20.81 BX(contains 80 EA)

55-gallon capacity.

Ⓜ 8-month maximum shelf life (not extendable)

NSN 8105-01-562-9161

Color Light Green

Size 36 x 58"

Price \$25.14 BX(contains 80 EA)

Degradable plastic bag is puncture and tear resistant. Totally degradable when disposed of as litter in landfills or when buried in soil.

33-gallon capacity, heavy-duty.

Ⓜ 2-month maximum shelf life (extendable)

NSN 8105-01-567-9526

Color Natural

Size 33 x 39"

Price \$18.00 BX(contains 100 EA)

55-gallon capacity, heavy-duty.

Ⓜ 2-month maximum shelf life (extendable)

NSN 8105-01-567-9524

Color Natural

Size 36 x 58"

Price \$29.03 BX(contains 100 EA)



Sand Bag NEW

Mildew-resistant sand bag is intended for use in the construction of field fortifications and flood-control structures. Opens at one end with tie string closure. **AbilityOne** ★

No seams, double stitching on the bottom of bag with UV1600 coating and 38" long strings attached.

NSN 8105-01-568-1328

Brand AbilityOne

Color Digital Camouflage

Size 17 x 27"

Price \$54.00 HD



◀ Biobased Flatware

Lightweight biobased disposable flatware. Made of 50% wheat based resin (biobased) and 50% polypropylene, this flatware is heat tolerant and environmentally friendly. Meets FDA requirements. **DD** **AbilityOne**

Biobased; Biodegradable per EPA/OECD test methods

Picnic fork.

NSN 7340-01-564-1888

Color Wheat

Size Length: 6"

Price \$6.65 HD

Picnic knife.

NSN 7340-01-564-1885

Color Wheat

Size Length: 6-1/2"

Price \$5.81 HD

Picnic tea spoon.

NSN 7340-01-564-1887

Color Wheat

Size Length: 5-5/8"

Price \$6.65 HD

Individually wrapped.

Picnic fork.

NSN 7340-01-564-1884

Color Wheat

Size Length: 6"

Price \$55.97 MX

Picnic knife.

NSN 7340-01-564-1886

Color Wheat

Size Length: 6-1/2"

Price \$54.82 MX

Picnic tea spoon.

NSN 7340-01-564-1889

Color Wheat

Size Length: 5-5/8"

Price \$52.36 MX

▼ Biobased Individual Flatware Set

Lightweight flatware set is excellent for use during picnics or with military rations. Made of 50% wheat based resin (biobased) and 50% polypropylene, this flatware is heat tolerant and environmentally friendly. Set contains a 6-1/2" picnic knife,

6" picnic fork and 5-5/8" picnic

tea spoon in an easy-to-open bag. Meets FDA requirements. **DD** **AbilityOne**

Biobased; Biodegradable per EPA/OECD test methods

NSN 7360-01-564-3560

Color Wheat

Price \$70.98 BX(contains 400 EA)



▼ Scrubber Sponge **NEW**

Cellulose sponge with nylon scrubber material is for heavy-duty cleaning, scouring, scrubbing and shining. The sponge side is suitable for damp wiping and cleaning. **DD** **AbilityOne**

NSN 7920-01-566-4130

Color Yellow/Green

Price \$2.82 PG(contains 3 EA)



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◀ Mop Handle

Quick drop mop handle is easy to load. Heavy-duty molded plastic head with a lever for releasing mop head. This eliminates the handling of a dirty mop. **DD** **AbilityOne** ★

Made of vinyl coated metal.

NSN 7920-01-564-7770

Size Length: 57"

Price \$75.54 BX(contains 12 EA)



◀ Flat Mop Handle

Skilcraft flat mop tool with a universal swivel, includes a 43" aluminum handle which expands up to 75". **DD** **AbilityOne** ★

Use with microfiber flat mop NSN 7920-01-565-4597 and 7920-01-565-4598.

NSN 7920-01-565-4595

Size 18" frame

Price \$20.21 EA

Use with microfiber flat mop NSN 7920-01-565-4596 and 7920-01-565-4599.

NSN 7920-01-565-4600

Size 24" frame

Price \$22.21 EA



▲ Microfiber Wet Mop Pad

Microfiber mop pad is designed to attract and grab dust particles. This reusable and washable pad will absorb 7 times its weight. Microfiber base cloth is 80% polyester, 20% nylon. **DD** **AbilityOne** ★

Each pad weighs 4.7 oz. Use with mop handle NSN 7920-01-565-4600.

NSN 7920-01-565-4596

Color Blue

Size 5 x 24 x 1/2"

Price \$99.88 BX(contains 12 EA)

Each pad weighs 3.5 oz. Use with mop handle NSN 7920-01-565-4595.

NSN 7920-01-565-4597

Color Blue

Size 5 x 18 x 1/2"

Price \$80.81 BX(contains 12 EA)



▲ Microfiber Flat Dry Mop Pad

Microfiber mop pad is designed to attract and grab dust particles. This reusable and washable pad is used prior to wet mopping. Microfiber base cloth is 80% polyester, 20% nylon. **DD** **AbilityOne** ★

Each pad weighs 3.3 oz each. Use with mop handle NSN 7920-01-565-4595.

NSN 7920-01-565-4598

Color Yellow

Size 5 x 18 x 3/4"

Price \$80.81 BX(contains 12 EA)

Each pad weighs 4.8 oz each. Use with mop handle NSN 7920-01-565-4600.

NSN 7920-01-565-4599

Color Yellow

Size 5 x 24 x 3/4"

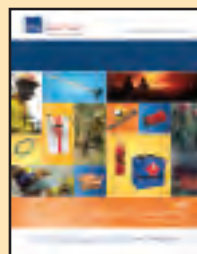
Price \$99.88 BX(contains 12 EA)

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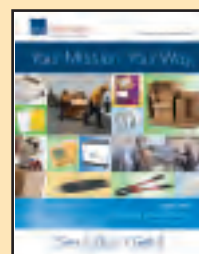
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◀ Lobby Broom NEW

Lobby-style broom has a 28" black wood handle with a flagged yellow polypropylene fiber head. Ergonomically designed for use with the lobby dustpan 7290-01-460-6663. AbilityOne ★

NSN 7920-01-572-7349

Price \$4.67 EA

Dustpan ▶

This durable, lightweight dustpan is ideal for sweeping without having to bend over. The injection-molded, 12 x 11" plastic hopper swings freely or snap locks into upright position. Attached to 32" extruded aluminum handle. Use with lobby broom 7920-01-572-7349.

NSN 7290-01-460-6663

Price \$15.18 EA



▶ Machinery Wiping Towel

Disposable, non-woven cleaning cloth is highly absorbent and can be used for food services, general maintenance, and other general cleaning purposes. Made with two-ply Durable Recrepe (DRC) construction with a mesh reinforcement. DD AbilityOne ★

🌱 Biodegradable per EPA/OECD test methods

NSN 7920-01-570-3636

Size 9-3/4" x 16-3/4"

Price \$23.99 BX(contains 150 EA)



▼ Hand Cleaner

A mild, biodegradable foam soap and lotion formula for general hand cleaning. DD AbilityOne ★

For use with foam dispenser NSNs 4510-01-551-2864 or 4510-01-551-2865.

GOJO/SKILCRAFT P/N 5165-03 or equal.

Ⓢ 24-month maximum shelf life (extendable)

🌱 GreenSeal Seal of Approval

NSN 8520-01-556-2577

Size 1250 mL container

Price \$53.63 BX(contains 3 EA)



◀ Antibacterial Foam Hand Wash

Smooth, orange foaming antibacterial handwash with germ-killing power in an orange blossom fragrance. DD AbilityOne ★

For use with foam dispenser NSNs 4510-01-551-2864 or 4510-01-551-2865.

GOJO/SKILCRAFT P/N 5162-03 or equal.

Ⓢ 24-month maximum shelf life (extendable)

NSN 8520-01-556-2576

Size 1250 mL container

Price \$65.78 BX(contains 3 EA)

◀ Foam Soap Dispenser

Plastic foam soap dispenser for use with Foam Hand Cleaner NSN 8520-01-556-2577 or Antibacterial Foam Hand Cleaner NSN 8520-01-556-2576. DD AbilityOne ★

GOJO/SKILCRAFT P/N FMX-12 or equal.

NSN 4510-01-551-2865

Color Dove Gray

Price \$16.15

GOJO/SKILCRAFT P/N FMX-12 or equal

NSN 4510-01-551-2864

Color Dove Gray

Price \$85.81 BX(contains 6 EA)





◀ Hand Sanitizer

Instant hand sanitizer foam kills 99.99% of most germs. Thick, rich foam clings to your hands, contains moisturizers. **DD** **MSDS** **AbilityOne**

For use with dispenser NSNs 4510-01-551-2866 or 4510-01-551-2867.

Purell/Skilcraft P/N 5192-03 or equal.

36-month maximum shelf life (not extendable)

NSN 8520-01-556-2834

Size 1200 mL container

Price \$91.74 BX(contains 3 EA)



◀ Hand Foam Dispenser

Plastic foam dispenser for use with Instant Sanitizer Foam NSN 8520-01-556-2834.

DD **AbilityOne**

Purell/SKILCRAFT P/N FMX-12 or equal.

NSN 4510-01-551-2867

Color Dove Gray

Price \$16.15

Purell/SKILCRAFT FMX-12 or equal.

NSN 4510-01-551-2866

Color Dove Gray

Price \$85.81 BX(contains 6 EA)

Hand Cleaner

Waterless hand cleaner with aloe vera can be used with or without water. 80% biobased, removes grime, grease, carbon, asphalt, graphite, tar, flux, oil, cements, most inks and adhesives. **DD** **MSDS** **AbilityOne**

24-month maximum shelf life (extendable)

Biobased

Box contains 4, 1 gallon containers with four pump dispensers.

NSN 8520-01-555-2902 ▶

Size 1 gal.

Price \$92.52 BX(contains 4 GL)

Contains pumice.

NSN 8520-01-555-2891 ▶

Size 1 gal.

Price \$95.35 BX(contains 4 GL)



Conference Chair

Ergonomic, swivel tilt chair has an upholstered seat and a mesh, stretch fabric back to provide air flow and conform to the user. Seat and back are contoured to provide comfortable seating. Chair has a pneumatic cylinder to allow easy adjustment of the seat height. The black plastic base resists scuffing and wear. Dual wheel casters are designed for use on carpeted surfaces. **DD**

▼ Chair is a high back design and has a standard tilt mechanism. The chair is primarily intended for conference room use and can be used for general office applications. Arms are height adjustable.

Color refers to the seat fabric. Back is black mesh.



NSN 7110-01-555-8492
Color Red
Price \$269.07 EA



NSN 7110-01-555-8497
Color Blue
Price \$269.07 EA



NSN 7110-01-555-8491
Color Black
Price \$269.07 EA

Task Chair

Ergonomic, swivel tilt chair has an upholstered seat and a mesh, stretch fabric back to provide air flow and conform to the user. Seat and back are contoured to provide comfortable seating. Chair has a pneumatic cylinder to allow easy adjustment of the seat height. The black plastic base resists scuffing and wear. Dual wheel casters are designed for use on carpeted surfaces. **DD**

▼ Chair is a high back design and has a synchronous tilt mechanism that moves the back and seat in a fixed 2:1 ratio when tilting. The motion increases the angle between the torso and legs. Seat depth is adjustable. Chair arms are height adjustable.

Color refers to the seat fabric. Back is black mesh.



NSN 7110-01-555-8493
Color Brown
Price \$367.60 EA



NSN 7110-01-555-8496
Color Blue
Price \$367.60 EA



NSN 7110-01-555-8494
Color Grey
Price \$367.60 EA

▼ Chair is a mid back design and has a synchronous tilt mechanism that moves the back and seat in a fixed 2:1 ratio when tilting. The motion increases the angle between the torso and legs. Seat depth is adjustable. Chair arms are height adjustable and pivot to provide improved support for different tasks.

Color refers to the seat fabric. Back is black mesh.



NSN 7110-01-555-8502
Color Blue
Price \$297.97 EA



NSN 7110-01-555-8499
Color Grey
Price \$297.97 EA



NSN 7110-01-555-8510
Color Red
Price \$297.97

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Faster drying greenlabel® paint is formulated to work in tough industrial environments. Permanent on virtually all surfaces, including metal, plastics, glass, rubber, ceramics and more. Opaque colors show up well even when marking dark surfaces.

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After extensive testing in assembly-line and Q.C. applications, U-Mark developed the series of greenlabel® markers. They comply with California Proposition 65 and are not reportable under SARA Title III, Section 313, decreasing liabilities and paperwork. Better yet, they help reduce workplace hazards and improve productivity.

Industrial users have associated "xylene-free" and "safer" as code words for underperforming and wimpy. Not anymore.

We developed the greenlabel® series of markers after extensive testing in assembly-line and QC applications.

greenlabel® markers do not contain xylene, toluene, or ethylbenzene.

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Medium tip. greenlabel® - content 10 cc.



A20 Xylene-Free Paint Marker
Bullet/Chisel reversible tip. greenlabel® - content 13 cc.



A30 Broad Tip Xylene-Free Paint Marker
Broad Tip. greenlabel® - content 17 cc.



Flying High

B3 Aviator Pen

- ▶ Multi-function pen with black and red medium ball point ink and 0.5 mm pencil
- ▶ Screw-top eraser fits tightly on the pencil top meeting all Foreign Object Damage (FOD) requirements
- ▶ All metal construction provides added durability
- ▶ Pen has a special finish that won't reflect light
- ▶ Fits securely in a flight suit uniform pocket

7520-01-564-9906

Medium Point Pen/0.5 mm Pencil
Black and Red Ink.....EA



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